Petition for Excessive Hours (Academic Overload)

OKLAHOMA CITY

Office of the Registrar
900 N. Portland Ave ▪ Oklahoma City, OK
73107 405.945.3291 ▪ 405.945.3277 (Fax)
okc.records@okstate.edu ▪ www.osuokc.edu

Complete and return the form to the Office of the Registrar. Forms may be submitted in person, by fax, or by email using the contact information provided above. Students will be notified of the decision through their official OKSTATE email account. Email submissions must originate from the student's official OKSTATE email address. Forms submitted by fax or from a non-OKSTATE email address must include a copy of a valid government-issued photo ID for identity verification.

Requests will be automatically denied if the student's current academic standing is Academic Notice, Academic Probation, or Academic Suspension.

Student Information:

Student Name: last _____ first _____ middle _____

email address _____ phone number _____ CWID (student ID #) _____

Overload Request

All semester credit hours above 18 during a regular term (9 for an 8-week term) shall be considered excessive and require approval prior to enrollment from the academic department and the registrar. Per OSRHE policy, no student will be allowed to exceed 24 credit hours during a regular term (12 for an 8-week term).

Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

List the courses for which you request to enroll:

Course Prefix, Number & Section Ex: ENGL 1113	**Credit Hours**	**Course Title**	**Course Term**
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
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			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____
			☐ 16-week ☐ 1st 8 wk ☐ 2nd 8 wk ☐ intersession ☐ other_____

List the reason for the excessive hours request: _____

I understand that if approved, I will be notified that I am eligible to enroll in the course via my OKSTATE email address and will be responsible for registering myself for the course.

I wish to make the above enrollment:

Student Signature *Electronic signature only accepted when being sent from OKSTATE email or if received with copy of valid government issued ID* **Date**

For Office Use Only
Approved? Registrar's office signature: _____ Date:

Updated: Nov 2026