

## West Virginia University Course Overload Petition (Undergraduate)

This form is required for undergraduates who are requesting to register for more than 20 credit hours during the fall/spring and more than 14 credit hours during the summer. This form must be completed by the student with a recommendation by his/her advisor and approval from the Assistant/Associate Dean. For requests to register for more than 21 credit hours during the fall/spring and more than 15 credits during the summer, the request must also be approved by the Associate Provost for Undergraduate Academic Affairs.

<b>Student's Name (print):</b>		<b>ID#:</b>	
<b>Address:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>Email:</b>	
<b>Expected Date of Graduation:</b>		<b>Major:</b>	
<b>Reason for making request:</b>		<b>Select Appropriate Semester</b> <b>Fall   Spring   Summer I   Summer II</b>	
		<b>Courses to be taken</b>	
		<b>Courses</b>	<b>Credit Hours</b>
<b>Student's Signature:</b>		<b>Total Credit Hours</b>	
<b>IMPORTANT: THIS PORTION MUST BE COMPLETED BY STUDENT'S ACADEMIC ADVISOR</b>			
<b>Advisor's name (print):</b>		<b>Department:</b>	
<b>Campus Address:</b>		<b>Campus Phone:</b>	
<b>Advisor's comments:</b>			
<b>Previous Two Semesters Academic Progress</b>			
<b>Semester</b>	<b>Hrs Attempted</b>	<b>Hrs Completed</b>	<b>Semester GPA</b>
<b>Cumulative to Date</b>			
<b>Advisor Recommendation:</b> <b>Recommended</b> <b>Not Recommended</b>			
<b>Advisor's Signature:</b>			<b>Date:</b>
<b>Assistant/Associate Dean Decision:</b> <b>Approved</b> <b>Not Recommended</b>			
<b>Assistant/Associate Dean's Signature:</b>			<b>Date:</b>
<b>Associate Provost for Undergraduate Academic Affairs' Signature:</b>			<b>Date:</b>