

COLLEGE OF LIBERAL ARTS

OVER-HOUR PETITION
 Maximum hours allowed without approval:
Fall/Spring – 18 hours; Summer I & II – 6 hours

Please attach your current unofficial transcript & degree plan or roadmap to process this request

****Approval can take up to 10 business days from submission date****

Please check one: Fall Spring Summer I Summer II Year: _____

Student Name: _____ Student ID# _____

Major: _____ Minor: _____

Expected Graduation Date: _____

Cellular Number: _____ Home Number: _____ Email: _____

Total number of hours currently enrolled: _____ + hours requested: _____ = _____

List courses you plan to enroll in

Course Number & Section (include prefix)	Course Name	Days/Time Offered

List overload course(s) you need to petition for –

Course Number & Section (include prefix)	Course Name	Days/Time Offered

Reason/Justification for Request

Students' Signature: _____ Date: _____

APPROVED/DENIED BY:

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Advisor _____	Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Chair _____	Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Dean _____	Date: _____