

The University of Montana Western

Course/Credit Overload Petition (w/Double-Block Form)

Use this form to request approval to attempt more than the maximum credits allowed for a term or a single block (see double-block form, term/block credit limits and further instructions on page 2). **INSTRUCTIONS:** Complete PART A (and double-block form if needed), write legibly, answer ALL questions, provide any/ all information relevant to this request; attach completed Add/Drop card or schedule change form, secure approvals, forward to the Registrar's Office at least one week before the start of term specified (late fees charged). Incomplete or improperly completed forms will be rejected.

PART A - Name _____ SID/SSN _____

Address _____
(PO Box, Street, House Number, etc.) (City) (State) (Zip Code)

Phone - _____ E-mail address - _____

Term and Year of Overload - ___FALL ___SPRING ___SUMMER Year - _____

Degree and Major/Program of study - _____
(Degree) (Major/Option/Program of study)

Will you have a job during term/year of this overload? ___NO ___YES, how many hours per week? _____

List below the courses you will attempt if your petition is DENIED (attach copy of schedule OR fill in ALL course info including total credits):

CRN #	DEPT	CRSE #	SECTION	COURSE TITLE	CREDITS

Sub-total credits you will attempt if this request is denied (total credits of courses listed above): _____

List below the additional courses you want to ADD (attach completed ADD card or Schedule Change form, fill in ALL information) that create the overload:

CRN #	DEPT	CRSE #	SECTION	COURSE TITLE	CREDITS

Total credits you are petitioning to attempt during term you checked above (add credits above to OL credits): _____ *

*The Provost may review & act on overload requests up to 21 credits, the Academic Standards Committee (AASC) acts on overload requests over 21 credits.

Rationale/reasons for request (use back of form if you need more space): _____

Have you applied for Graduation? ___NO ___YES (if so, attach a copy of the GradAudit letter you received from the Registrar's Office)

What is your cumulative grade point average (GPA) at Western (from your unofficial transcript on DAWGS)? _____

X _____ (Student Signature) _____ (Date) X _____ (Advisor Signature) _____ (Date)

PART B – Admissions & Academic Standards Committee or Provost Action: ___APPROVED ___DENIED ___TABLED

DATE _____ AASC Chair or Provost Signature _____

USE THE SPACE BELOW (IF NECESSARY) TO LIST ADDITIONAL PRIMARY AND/OR OVERLOAD COURSES (SPECIFY WHICH), AND TO EXPLAIN IN DETAIL WHY THE OVERLOAD IS NECESSARY.

IMPORTANT NOTICE – Course/Credit Overload Petition Procedure

*Students may not exceed the credit load limits listed below without authorization. Students interested in attempting course/credit overloads that exceed the limits outlined below must submit: (1.) a properly completed/approved Course/Credit Overload Petition, (2.) a properly completed/approved Add/Drop Card or Student Class Schedule Change form, and (3.) a properly completed/approved Double-Block Form below (IF approval is sought to exceed the per block credit limit). The Provost will review and act on overload requests up to 21 credits, the Academic Standards Committee (AASC) will decide on all requests over 21 credits. Overload petitions should be submitted at least one week before the start of the term during which the overload would occur (deadlines apply, late fees charged) and should provide clear and convincing rationale as to why the overload is necessary. A 'term' is defined as a 16-week semester (Fall or Spring) or a 12-week Summer Session.

MAXIMUM CREDIT LOADS (Students must petition to take more than the credit maximums listed below):

PER BLOCK –Students must petition to attempt more than five (5) credits in any 4-week block (FALL, SPRING, or SUMMER)!

<u>STUDENT TYPE</u>	<u>Maximum TERM Credit Load Above Which Student Must Submit an Overload Petition</u>	
	<u>Fall or Spring Semester</u>	<u>Summer Session</u>
---Student with 3.00+ UMW GPA.....	20 credits.....	15 credits
---Student with 2.00 to 2.99 UMW GPA.....	18 credits.....	14 credits
---Students on Academic Probation.....	16 credits.....	12 credits
---New freshmen & new transfers (in good academic standing).....	18 credits.....	14 credits
---Conditionally admitted students are limited to the maximum credits specified by the AASC, other college administrators, or this policy.		

DOUBLE-BLOCKING FORM

It is never recommended for students to take more than one class during a given block. However, in rare instances where other viable course scheduling solutions are not available and only with approval of each faculty member involved, academically qualified students may be allowed to attempt two courses in the same block (called "double-blocking").

Double-blocking cannot occur without the written approval of faculty whose courses are involved. Faculty are not obligated to approve (i.e., they may deny) student double-block petitions. This form should be used by students to seek faculty and academic advisor approval to attempt two or more course in a single block. In addition to providing the information below students must complete the other side of this form; incomplete or improperly completed forms will automatically be denied/rejected.

Student's Name _____ Student ID _____

<u>DEPT</u>	<u>CRSE #</u>	<u>BLOCK</u>	<u>COURSE TITLE</u>	<u>INSTRUCTOR SIGNATURE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Faculty Advisor (or Advising Office) Signature _____ Date _____