



Students must submit a Petition for Credit Overload in order to register for more than 18 credit hours. *Students in the University Honors program must seek approval through the Honors program and may not utilize this petition.*

Category 1 - Students intending to take **19 or 20 credit hours** and meeting following conditions are eligible to have their petition for credit overload reviewed/approved directly by their advisor:

- a. Sophomore or Junior standing (between 30 and 89 credit hours completed) with a minimum 3.25 cumulative GPA
- b. Senior standing (90 or more credit hours completed) with a minimum 3.00 cumulative GPA.

Category 2 - Students **who do not meet the criteria above** or who **wish to take more than 20 credits hours** must also include a typed statement (see reverse side for sample) describing the extenuating circumstances which require a credit overload and including any information which demonstrates capability of handling the additional credit hours.

Name _____ Student ID# _____

Street Address _____ City _____ State _____ Zip _____

Home Telephone _____ Alternative Telephone (work, cell) _____

Semester/Year of Overload	Class Standing	Cumulative GPA
<input type="checkbox"/> Fall 20 ____	<input type="checkbox"/> Sophomore (30-59 credits completed)	<input type="checkbox"/> Less than 3.0
<input type="checkbox"/> Spring 20 ____	<input type="checkbox"/> Junior (60-89 credits completed)	<input type="checkbox"/> 3.0-3.25
	<input type="checkbox"/> Senior (90+ credits completed)	<input type="checkbox"/> 3.25 or better

Summer overloads are strongly discouraged.
Please see your advisor for advice regarding realistic credit loads during the summer session.

Proposed Schedule (list courses by department & course number, i.e. "MTH 181") **Total Credit Hours** _____

_____	_____	_____	_____
_____	_____	_____	_____

With my signature, I hereby authorize the Academic Standards Committee to review any pertinent records. I also affirm that to the best of my knowledge, the information provided on this form and the information attached (if applicable) accurately reflects the facts involved in this case.

Student Signature _____ Date _____

Completed petitions should be turned in to the College of Sciences & Health Professions Advising Center. Petitions will be reviewed for accuracy and completion by the Advising Center staff upon receipt. Incomplete or inaccurate petitions will be returned to students along with additional instructions for completion. Complete and accurate petitions will be held for the next scheduled meeting of the Academic Standards Committee. Submission of the petition does *not* constitute a guarantee of approval.

Complete and accurate petitions under **Category 1** (above) will be decided by an Academic Advisor, and students will be notified of the decision upon submitting the petition. Petitions under **Category 2** (above) will be held for the next scheduled meeting of the Academic Standards Committee.

Students should note that the Academic Standards Committee holds only a few meetings each semester. Please contact the College of Sciences & Health Professions Advising Center to learn more about petition submission deadlines for upcoming meetings, or if you need assistance preparing your petition.

Main Classroom 218B 216-687-9321 216-687-6945(fax) COSHPadvising@csuohio.edu

<i>Office Use Only</i>	Date: _____	Committee Decision: _____	Initials: _____
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Sample Credit Overload Statement

December 10, 2010

Dear College of Sciences and Health Professions Academic Standards Committee:

I am requesting permission to take a total of 21 credit hours in the Spring of 2011. I am currently finishing my undergraduate degree in Speech and Hearing, and have already been accepted to a graduate program in Audiology starting in the Fall of 2011.

I am currently enrolled in three Speech and Hearing courses that I need to complete my major requirements, as well as two General Education courses. In my final meeting with my advisor, I realized that I was short a foreign culture course since I had taken Sign Language in order to meet my foreign language requirement. I would like to add HIS 361 History of Modern Russia to my schedule in order to meet this requirement. I do not anticipate that this will be a difficult course for me, as I have previously studied abroad in Russia. In addition, I have regularly carried 18 credit hours each semester and have maintained a high GPA (3.7).

Please allow me this credit overload. If I am unable to complete my degree requirements in the Spring as planned, I will have to forfeit my seat in the Audiology program. Please allow me to continue on with my dream!

Thanks,
Student Name
Student ID #