

Students must submit a Petition for Credit Overload in order to register for more than 19 credit hours. *Students in the University Honors program must seek approval through the Honors program and may not utilize this petition.*

Required petition components:

- Completed Petition for Credit Overload
- 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. **This is required ONLY of students who do not meet the criteria below and/or wish to take more than 20 credit hours.**
  - Sophomore or Junior standing (30-89 credit hours completed) with a minimum 3.25 cumulative GPA **OR** Senior standing (90+ credit hours completed) with a minimum 3.00 cumulative GPA.
- Meet with an academic advisor to submit the petition and discuss your planned course load

Name	Student ID#		
Street Address	City	State	Zip
Preferred Telephone	Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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 and 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. Submission of the petition does *not* constitute a guarantee of approval.

Complete and accurate petitions will be reviewed and decided upon by an Academic Advisor and/or the Assistant Director of Undergraduate Programs. In some cases (especially for students not meeting class rank/GPA criteria or wishing to take more than 20 hours), students may not be able to receive an immediate decision. Students will be notified of the decision as soon as possible.

Please contact the College of Sciences and Health Professions Advising Center if you need assistance preparing your petition.

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

## Sample Credit Overload Statement

December 10, 2014

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 2015. 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 2015.

I am currently enrolled in four 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 #

---

### Student Acknowledgment (TO BE COMPLETED DURING THE ADVISING APPOINTMENT)

- Initials:** \_\_\_\_\_ I acknowledge that I am requesting to enroll in a high number of credit hours for the term specified.
- Initials:** \_\_\_\_\_ I acknowledge that these additional credit hours represent an additional workload above and beyond what is typically considered "full-time" enrollment, and carries additional tuition charges.
- Initials:** \_\_\_\_\_ I acknowledge that my advisor (or an advising representative) has counseled me as appropriate regarding the implications of this credit overload, including the expectation for a minimum of 67% course completion.
- Initials:** \_\_\_\_\_ I acknowledge that, if at any point in the term, I realize that this workload is too large to be managed successfully, it is my responsibility to pursue and execute options for course withdrawal within the university's specified timeframe.
- Initials:** \_\_\_\_\_ I acknowledge that, given my request to enroll in a high number of credit hours, I am not eligible to submit a Petition for Late Withdrawal citing problems managing the workload effectively.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_