

## Petition for Credit Hour Overload

Please Read This Entire Page Before Continuing

By SWTJC Board policy, students wishing to enroll in more than 17 semester credit hours (SCH) in a Fall or Spring semester must request approval from the Vice President of Academic Affairs. For a Summer semester, approval must be sought for more than 7 SCH.

By SWTJC Board policy, requests in excess of 21 SCH for a Fall or Spring semester or in excess of 8 SCH for a Summer semester WILL NOT BE APPROVED, NO EXCEPTIONS.

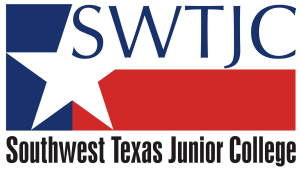
To request approval for overloads the student must fill-in the appropriate fields/blanks on the next page.

The student MUST also write, sign, and attach a letter to the VP explaining the NEED for the course overload. Factors that the VP will consider for approval include, but are not limited to:

- The student's overall GPA and most recent term's GPA
- The number of hours remaining in the student's program/pathway to earn an SWTJC credential
- The student's course-taking history
- The student's extra-curricular and/or work commitments
- The number of contact hours required of the student's college courses (*number of weekly hours in classes and labs for the requested semester.*)
- The student's high school classification, if applicable

Incomplete petitions or those submitted without letters will be returned. Processing delays will result.

The SWTJC Vice President of Academic Affairs will accept petitions and accompanying letters only via electronic delivery. Any petition or letter will not be considered which arrives after 5:00 p.m. on the Wednesday before any semester's first day of class.



SWTJC Student ID

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## Petition for Overload

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle Initial

Pathway/Program: \_\_\_\_\_ E-mail: \_\_\_\_\_

Total Credits Earned: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Last term attended: \_\_\_\_\_ GPA for last term: \_\_\_\_\_ Credit hours last term: \_\_\_\_\_

Advisor/Counselor Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

To be Completed by Student					To be completed By VP Approved Or Denied Courses
Course Schedule:			Overload Courses Requesting:		
Term Requested: _____		Total Credits _____	Term Requested: _____		
Subject	Course Number	Credits	Subject	Course Number	Credits

To be completed by Vice President of Academic Affairs

- Approved for \_\_\_\_\_ credits
- Denied for \_\_\_\_\_ credits

\_\_\_\_\_ Date

Vice President of Academic Affairs