

BELOIT COLLEGE COURSE OVERLOAD PETITION

This form is to be completed when a student wishes to request an exception to the course overload policy:

*...On or after registration day, students wishing to elect units in excess of 4.75 may do so with the written authorization of both the major advisor and the Registrar. Such approval requires that the student have a **minimum grade point average of 3.200** and no incompletes, and shall be made only after evaluating the student's academic progress and the reasonableness of his or her program. **No student may register for more than 5.50 units in either the fall or the spring term.** Students seeking an exception to this policy may petition the Academic Performance Committee.*

The student completes the first section, then submits the form to his or her advisor. The advisor completes the second section and submits the form to the Academic Performance Committee for review. Both the student and advisor are encouraged to attach additional documentation, if necessary, to explain the request. The Committee will notify the student and advisor of its decision.

Student's name (print legibly): _____

Student id # _____ Email address: _____

Anticipated graduation date: _____

If undeclared, anticipated major(s) _____

Request is for (insert year): Fall _____ Spring _____

Reason for making request:

Course sections and titles *(list all courses you intend to take for the semester in question)* Units

Course sections and titles <i>(list all courses you intend to take for the semester in question)</i>	Units
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date submitted: _____

Total units: _____

Advisor name (print legibly): _____

Comments:

Academic Advisor's Recommendation:
_____ approve *without* reservation
_____ approve *with* reservation
_____ do not approve

Date submitted: _____

_____ Approved by apc _____ Not approved by apc Date of apc action _____

Comments: _____

