



Office of the Registrar

Petition to Overload Form

Full-time tuition covers 12 through 19 credits, inclusive. A student who wishes to carry more than 19 semester hours must request permission to “overload” using this form. The 20th credit triggers the first “per credit” overload charge, with each additional credit generating an additional fee. This fee is **NOT REFUNDABLE** once the semester has started. For the current pricing of overload fees, please contact Student Accounts (sfs@wittenberg.edu).

Student

Name: Last _____ First _____ MI _____ ID# _____

Class Year _____ Phone Number _____ Email _____

I am petitioning to overload during Spring Semester _____ Fall Semester _____

Enter the year on the blank line above. Select only one semester.

I am petitioning to overload with the following course:

_____ - _____ - _____
Department Course # Section # # of Credits

Brief Course Title

I am petitioning to take a total of _____ credits this semester.

Reason for Request of Overload

Please state fully and specifically your need for a credit overload and the grounds on which you believe your petition should be granted. Give information in careful detail. You may attach an additional sheet if necessary.

For Office of the Registrar Use Only

Action Taken: Granted Denied

Comments: _____

Final Approval: _____

Signature of Registrar

Date

Processed by: _____ Date Processed: _____