

## 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 20<sup>th</sup> credit triggers the first "per credit" overload charge, with each additional credit generating an additional fee. Submit completed form to Recitation Hall 21 or email to registrar@wittenberg.edu.

This fee is NON-REFUNDABLE once the semester has begun. For the current pricing of overload fees, please contact Student Accounts (studentaccounts@wittenberg.edu).

Statest Last		First	MI	ID#
Class Year	Phone Number		Email	
I am petitioning to overload during		Spring Semester Enter the year on the bla	□ Fall 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.

Student's Signature			Date
Major Advisor's Signature Printed Name Instructions to advisor – only sign if you APPROVE of this overload. Contact registrar@witten			Date erg.edu with any guestions.
	For	Office of the Registrar Use Only	
Action Taken:	d 🛛 Denied	Comments:	
Final Approval:			
	Signatu	re of Registrar's Office Staff	Date
Processed by:	Date	Processed:	

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