West Virginia University Course Overload Petition (Undergraduate)

This form is required for undergraduates who are requesting to register for more than 20 credit hours during the fall/spring and more than 14 credit hours during the summer. This form must be completed by the student with a recommendation by his/her advisor and approval from the Assistant/Associate Dean. For requests to register for more than 21 credit hours during the fall/spring and more than 15 credits during the summer, the request must also be approved by the Associate Provost for Undergraduate Academic Affairs.

Student's Name (print):	**ID#:**
Address:	**Phone:**
Address:	**Email:**
Expected Date of Graduation:	**Major:**

Reason for making request:	**Select Appropriate Semester**	
	Fall ☐ Spring ☐ Summer I ☐ Summer II ☐	
	Courses to be taken	
	Courses	**Credit Hours**
Student's Signature:	**Total Credit Hours**	

IMPORTANT: THIS PORTION MUST BE COMPLETED BY STUDENT'S ACADEMIC ADVISOR

Advisor's name (print):	**Department:**
Campus Address:	**Campus Phone:**

Advisor's comments:

Previous Two Semesters Academic Progress

Semester	Hrs Attempted	Hrs Completed	Semester GPA	Overall GPA
Cumulative to Date				

Advisor Recommendation: **Recommended** ☐ **Not Recommended** ☐

Advisor's Signature:	**Date:**

Assistant/Associate Dean Decision: **Approved** ☐ **Not Recommended** ☐

Assistant/Associate Dean's Signature:	**Date:**
Associate Provost for Graduate Academic Affairs' Signature:	**Date:**