

PETITION FOR COURSE OVERLOAD

Name: _____

Date: _____

Student Number: _____

Class Year: _____

Academic Year: _____

Semester of overload: _____

(e.g.: 2008-09)

(e.g.: Fall, Interim, Spring)

To be considered full-time, a student, including students receiving veterans' benefits, must be registered for at least 3.00 course credits. Four (4.00) full semester credits are required to maintain certain forms of State of Minnesota financial aid.

4.5 credits is the typical, maximum course load allowed from all sources during a semester, and only one course may be taken during Interim. Note that a course must be dropped first if an added course would put the student's course load over the allowed 4.5 credits maximum.

If a student is taking a full load of 4.50 credits with the .50 being a first-half-semester course, he/she cannot register for a second-half semester course unless he/she meets the criteria for an overload, below.

With the permission of the registrar, a student may exceed 4.5 credits during a semester if:

1. The student is a senior, for whom the maximum load per semester is 5.00 credits. The senior year is defined as the two semesters prior to Commencement either as a "participator" (See PARTICIPATION IN GRADUATION) or as a diploma candidate.
2. The student is a junior or a sophomore and normally has a 3.60 grade point average over the two previous semesters. The student may then take up to the maximum of 5.00 credits.
3. First-year students are not eligible for course overloads.

Note that all students receive an extra tuition charge of 50% of the same academic year's quarter-credit tuition charge for each quarter credit overload for course overloads beyond 4.5 credits. If a student's schedule with overload includes a music lesson, both the music lesson fee and the overload tuition charge are required. The refund policy also applies for course overload. See ADDITIONAL FEES AND COSTS. There is no refund of tuition after five weeks.

IMPORTANT: An ADD slip, with the instructor's signature, is required in order for the course that causes the overload to be registered. Please attach it to this form. Students may not register for an overload during online registration.

Proposed course schedule – Course # and Title:

2 Previous Semester's G.P.A.s _____

Credit: _____

Total Credits: _____

Rationale for Overload: _____

Student Signature: _____

Advisor Signature: _____

Comments: _____

(Please address the feasibility of academic success with this overload)

Action: Approved Denied

Extra Tuition Charge: _____

Registrar's Signature _____

Date: _____