

Section 1  
Student

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Primary Program/Major

\_\_\_\_\_  
Total Earned Hours

\_\_\_\_\_  
Current GPA

Section 2  
Semester

Semester (fall/spring/summer and year) \_\_\_\_\_

Current Total Number of Credits \_\_\_\_\_

Requested Total Number of Credits \_\_\_\_\_

Section 3  
Semester

**I am requesting an overload of credits for a/an:**

- Undergraduate student taking more than 18 credit hours in Fall/Spring or 12 credit hours in Summer.
- Undergraduate student previously allowed to take post-baccalaureate/graduate credit student taking more than 15 credit hours.
- Student taking more credits than the credit limit imposed by probation.
- Student taking more credits than the credit limit imposed by an academic program.

Section 2  
Student Justification

State in clear and concise sentences why a Petition for Overload is being submitted.

# Saint Louis University Madrid Campus

## Section 4 Acknowledgements

### I understand and acknowledge that:

- ! In order for Undergraduate students to enroll in more than 18 credit hours in Fall or Spring or more than 12 hours in the Summer students must have a minimum cumulative grade point average of 3.00.
- ! Undergraduate students will be charged additional tuition at the standard per-credit rate for all additional credits in Summer and for all credits above 18 credit hours in Fall or Spring.

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

## Section 5 Approval

\_\_\_\_\_

**Dean/Director Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

### Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to an overload in section 4.
3. Student meets with Dean/Director to discuss Petition for Overload and receives approval via signature in section 5.
4. Dean/Director submits approved Petition for Overload to the Office of the University Registrar.
5. Office of the University Registrar records the approved overload on the student's record.