The University of Montana Western
Course/Credit Overload Petition (w/Double-Block Form)

Use this form to request approval to attempt more than the maximum credits allowed for a term or a single block (see double-block form, term/block credit limits and further instructions on page 2**). INSTRUCTIONS**: Complete PART A (and double-block form if needed), write legibly, **answer ALL questions**, provide any/ all information relevant to this request; attach completed Add/Drop card or schedule change form, secure approvals, forward to the Registrar's Office at least one week before the start of term specified (late fees charged). Incomplete or improperly completed forms will be rejected.

PART A - Name _____   SID/SSN _____

Address _____   _____   _____   _____
   (PO Box, Street, House Number, etc.)   (City)   (State)   (Zip Code)

Phone - _____   **E-mail address -**

Term and Year of Overload -   ____FALL   ____SPRING   ____SUMMER   Year - _____

Degree and Major/Program of study - _____   _____
                                                              (Degree)   (Major/Option/Program of study)

Will you have a job during term/year of this overload?   _____NO   _____YES, how many hours per week? _____

List below the courses you will attempt if your petition is DENIED (attach copy of schedule OR fill in ALL course info including total credits):

CRN #	DEPT	CRSE #	SECTION	COURSE TITLE	CREDITS
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____

Sub-total credits you will attempt if this request is denied (total credits of courses listed above):   _____

List below the additional courses you want to ADD (attach completed ADD card or Schedule Change form, fill in ALL information) that create the overload:

CRN #	DEPT	CRSE #	SECTION	COURSE TITLE	CREDITS
_____	_____	_____	_____	_____	____
_____	_____	_____	_____	_____	____

*

Total credits you are petitioning to attempt during term you checked above (add credits above to OL credits):   _____

*The Provost may review & act on overload requests up to 21 credits, the Academic Standards Committee (AASC) acts on overload requests over 21 credits.

Rationale/reasons for request (use back of form if you need more space):_____

_____

_____

_____

_____.

Have you applied for Graduation? ____ **NO**   ____**YES** (if so, attach a copy of the GradAudit letter you received from the Registrar's Office)

What is your cumulative grade point average (GPA) at Western (from your unofficial transcript on DAWGS)? _____

X_____   _____   X_____   _____
   (Student Signature)   (Date)   (Advisor Signature)   (Date)

PART B – Admissions & Academic Standards Committee or Provost Action: ____APPROVED   ____DENIED   ____TABLED

DATE_____   AASC Chair or Provost Signature_____

USE THE SPACE BELOW (IF NECESSARY) TO LIST ADDITIONAL PRIMARY AND/OR OVERLOAD COURSES (SPECIFY WHICH), AND TO EXPLAIN IN DETAIL WHY THE OVERLOAD IS NECESSARY.

IMPORTANT NOTICE – Course/Credit Overload Petition Procedure

*Students may **not** exceed the credit load limits listed below without authorization. Students interested in attempting course/credit overloads that exceed the limits outlined below must submit: (1.) a properly completed/approved Course/Credit Overload Petition, (2.) a properly completed/approved Add/Drop Card or Student Class Schedule Change form, and (3.) a properly completed/approved Double-Block Form below (IF approval is sought to exceed the per block credit limit). The Provost will review and act on overload requests up to 21 credits, the Academic Standards Committee (AASC) will decide on all requests over 21 credits. Overload petitions should be submitted at least one week before the start of the term during which the overload would occur (deadlines apply, late fees charged) and should provide clear and convincing rationale as to why the overload is necessary. A 'term' is defined as a 16-week semester (Fall or Spring) or a 12-week Summer Session.

MAXIMUM CREDIT LOADS (Students must petition to take more than the credit maximums listed below):

PER BLOCK –Students must petition to attempt more than five (5) credits in any 4-week block (FALL, SPRING, or SUMMER)!

Maximum TERM Credit Load Above Which Student Must Submit an Overload Petition

STUDENT TYPE	Fall or Spring Semester	Summer Session
---Student with 3.00+ UMW GPA………………………………………………	20 credits……………………	15 credits
---Student with 2.00 to 2.99 UMW GPA………………………………………..	18 credits……………………	14 credits
---Students on Academic Probation……………………………………………	16 credits……………………	12 credits
---New freshmen & new transfers (in good academic standing)…………………	18 credits……………………	14 credits

---Conditionally admitted students are limited to the maximum credits specified by the AASC, other college administrators, or this policy.

DOUBLE-BLOCKING FORM

It is never recommended for students to take more than one class during a given block. However, in rare instances where other viable course scheduling solutions are not available and only with approval of each faculty member involved, academically qualified students may be allowed to attempt two courses in the same block (called "double-blocking").

Double-blocking cannot occur without the written approval of faculty whose courses are involved. Faculty are not obligated to approve (i.e., they may deny) student double-block petitions. This form should be used by students to seek faculty and academic advisor approval to attempt two or more course in a single block. In addition to providing the information below students must complete the other side of this form; incomplete or improperly completed forms will automatically be denied/rejected.

Student's Name _____   Student ID _____

DEPT	CRSE #	BLOCK	COURSE TITLE_____	INSTRUCTOR SIGNATURE_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Faculty Advisor (or Advising Office) Signature _____   Date _____

Complete the other side of this form and submit it to the university Registrar's Office. Faculty signatures on a DB petition do NOT mean a request is automatically approved. Only officially enrolled students may attend class and participate in learning activities at Montana Western.