

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 (double-block form, term/block credit maximums 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? _____

Courses you will attempt if 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): _____

Additional courses you want to ADD (attach completed ADD card or Schedule Change form) (fill in ALL information) that create overload:

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

Total credits you are asking permission 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): _____

X _____ (Date)
 (Student Signature)

X _____ (Date)
 (Advisor Signature)

PART B – Admissions & Academic Standards Committee of 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 loads listed below without proper authorization. Students interested in attempting course/credit overloads must submit a properly completed: (1.) Overload Petition, (2) Add/Drop Card or Student Class Schedule Change form, and (3.) a faculty approval form (the later only if the overload involves attempting more than five credits in a single block). Students requesting permission to attempt six or more credits during a single block should complete the paperwork mentioned and secure approval for the overload from all course instructors involved. 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 prior to the start of the term during which the overload would occur (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 MAY NOT TAKE MORE THAN 5 CREDITS IN ANY 4-WEEK BLOCK (FALL, SPRING, or SUMMER)!

FALL/SPRING TERMS - 18 credits maximum; except: students on probation are limited to 16 credits, students with 3.00+ UMW grade point averages may take up to 20 credits; conditionally admitted students are limited to the maximum credits specified by the Admissions & Academic Standards Committee, other college administrators, or this policy.

SUMMER SESSION (3 blocks) – 15 credits maximum (5 credits per block), except: students on academic probation are limited to 12 credits (4 credits per block).

STUDENTS WITH 3.00+ UM-W GPA – Regular (Fall or Spring) semester only – 20 credits.

STUDENTS ON ACADEMIC PROBATION – Regular (Fall or Spring) semester only – 16 credits; Summer Session – 12 credits.

DOUBLE-BLOCKING FORM

It is never recommended for students to take more than one class during a given block. However, in rare instances and with the approval of affected faculty involved, "double-blocking" may occur where other viable course scheduling solutions are not available.

Double-blocking cannot occur without the approval of faculty whose courses are involved. Faculty are not obligated to approve double-blocking requests. If either of the instructors believes that allowing the petitioner to attempt a 2nd class within the same block would lead to unsatisfactory performance in his/her class, they should deny the petition. The form below should be used by students to seek faculty approval to double-block. In addition to providing the information below students should complete the other side of this form.

Student's Name _____ Student ID _____

<u>DEPT</u>	<u>CRSE #</u>	<u>BLOCK</u>	<u>COURSE TITLE</u>	<u>INSTRUCTOR SIGNATURE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Faculty Advisor (or Advising Office) Signature _____ Date _____

(Complete the other side of this form and submit it to the university Registrar's Office. Faculty DB approval does NOT guarantee a request will be approved.)