



PETITION TO EXCEED MAXIMUM HOURS

This form must be submitted to the Office of the Registrar (at Belmont Central) with all required signatures prior to the beginning of the open registration period for the given term.

Name: _____

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Phone: _____ Email: _____

Cumulative Earned Hours: _____ Cumulative GPA: _____ Major: _____ Minor: _____

Do you have any courses with pending incomplete grades ("I" status on Degree Works)? (circle) **Yes or No**
If yes, list below:

Students must obtain approval to take more than **19** credits hours during the fall or spring semester and more than **16** hours during the summer term. A student will not be permitted to register for more than 19 hours during the summer term. This includes all courses, even when concurrently enrolled at a secondary institution.

A planned course schedule in addition to the form must be submitted to your academic advisor. Advisor approval on this form constitutes an endorsement for a credit hour overload.

I AM REQUESTING TO TAKE THE FOLLOWING NUMBER OF CREDITS: _____

FOR THE FOLLOWING TERM:

FALL 20 _____ SPRING 20 _____ SUMMER 20 _____

Give justification for a course overload for this term. Attach a sheet of paper if needed.

TO BE COMPLETED BY MAJOR ACADEMIC ADVISOR:

Advisor's Name (print): _____

Advisor's Signature: _____

Date: _____

(This form will not be processed without an advisor's approval)

TO BE COMPLETED BY THE STUDENT

- I have reviewed the academic policy in the current academic catalog:
<http://catalog.belmont.edu/content.php?catoid=3&navoid=114>
- I am aware of and prepared to satisfy the obligations of the additional tuition charges which will result from the addition of courses beyond maximum allotment.

STUDENT SIGNATURE: _____

DATE: _____

Office of the Registrar: _____ **Date:** _____

Please return to Belmont Central in the Gabhart Student Center or via: **Fax:** 615-460-5415 or **Email:** registrar@belmont.edu

Phone: 615-460-6619