



PETITION FOR ADDITIONAL CLASSLOAD

COMPLETE AND RETURN THIS FORM TO THE STUDENT RECORD'S OFFICE BY THE END OF THE SECOND DAY OF CLASSES DURING THE SEMESTER FOR WHICH THE OVERLOAD IS REQUESTED. PETITIONS CAN TAKE UP TO 5 WORKING DAYS TO PROCESS.

The Student Record's Office will complete the lower portion and route the form to the Department Chair for approval or disapproval. The Department Chair will return the completed form to the Student Record's Office. The Student Record's Office will notify the student via e-mail of the action taken.

Refer to the Student Credit Load Policy located on the web at: bismarckstate.edu/hr/stupol/StudentCreditLoad.pdf

NAME \_\_\_\_\_ Empl ID # \_\_\_ W \_\_\_\_\_
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_
E-MAIL ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_
STUDENT PROGRAM \_\_\_\_\_ FRESHMAN \_\_\_\_\_ SOPHOMORE \_\_\_\_\_ SPECIAL \_\_\_\_\_
SEMESTER FOR WHICH YOU ARE APPLYING FOR OVERLOAD: (Circle) FALL 20 \_\_\_\_\_ SPRING 20 \_\_\_\_\_ SUMMER 20 \_\_\_\_\_
WILL YOU BE WORKING DURING THE SEMESTER IN QUESTIONS? YES \_\_\_\_\_ NO \_\_\_\_\_
IF YES, WHERE \_\_\_\_\_ HOURS PER WEEK \_\_\_\_\_

List your entire class schedule including all additional classes you are requesting:

Table with 4 columns: COURSE NAME, COURSE #, CLASS #, CREDIT HRS. Example row: INTRO TO PSYCHOLOGY (EXAMPLE), 111, 3042, 3.

OVERLOAD CLASS

To guarantee enrollment, students should submit a course override form, obtained from the course instructor.

1. \_\_\_\_\_

TOTAL CREDIT HRS \_\_\_\_\_

REASON FOR PETITION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature

Date



BSC CUM. GPA \_\_\_\_\_ BSC PAST SEM. GPA \_\_\_\_\_ HS CUM. GPA \_\_\_\_\_ RANK \_\_\_\_\_ ACT COMPOSITE \_\_\_\_\_

ADVISOR \_\_\_\_\_ OL COURSE IN CC: \_\_\_\_\_ EMAIL SENT \_\_\_\_\_

DEPARTMENT CHAIR \_\_\_\_\_ [ ] APPROVED [ ] DENIED DATE \_\_\_\_\_