



Petition for Credit Hour Overload

Please Read This Entire Page Before Continuing

By SWTX Board policy, students wishing to enroll in more than 17 semester credit hours (SCH) in a Fall or Spring semester must request approval from the Vice President of Academic Affairs. For a Summer semester, approval must be sought for more than 7 SCH.

By SWTX Board policy, requests in excess of 21 SCH for a Fall or Spring semester or in excess of 8 SCH for a Summer semester **WILL NOT BE APPROVED, NO EXCEPTIONS.**

To request approval for overloads the student must fill-in the appropriate fields/blanks on the next page.

The student **MUST** also write, sign, and attach a letter to the VP explaining the **NEED** for the course overload. Factors that the VP will consider for approval include, but are not limited to:

- The student's overall GPA and most recent term's GPA
- The number of hours remaining in the student's program/pathway to earn an SWTX credential
- The student's course-taking history
- The student's extra-curricular and/or work commitments
- The number of contact hours required of the student's college courses (*number of weekly hours in classes and labs for the requested semester.*)
- The student's high school classification, if applicable

Incomplete petitions or those submitted without letters will be returned. Processing delays will result.

The SWTX Vice President of Academic Affairs will accept petitions and accompanying letters only via electronic delivery. Any petition or letter will not be considered which arrives after 5:00 p.m. on the Wednesday before any semester's first day of class.



SWTX Student ID

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Petition for Overload

Name: _____ Phone: _____ Date: _____

Last
First
Middle Initial

Pathway/Program: _____ E-mail: _____

Total Credits Earned: _____ Cumulative GPA: _____ Last term attended: _____ GPA for last term: _____ Credit hours last term: _____

Advisor/Counselor Signature: _____ Student Signature: _____

To be Completed by Student					To be completed By VP Approved Or Denied Courses	
Course Schedule:			Overload Courses Requesting:			
Term Requested: _____		Total Credits _____	Term Requested: _____			Total Credits _____
Subject	Course Number	Credits	Subject	Course Number		Credits

To be completed by Vice President of Academic Affairs

- Approved for _____ credits
- Denied for _____ credits

_____ Date _____
 Vice President of Academic Affairs