



# Registration and Records Petition for Graduate Overload Credits

One Alpha Drive  
Elizabethtown, PA 17022  
Phone: 717.361.1409  
Fax: 717.361.1427

Graduate students may carry up to 16 credits (Fall, Spring, Summer) without paying a credit overload fee. Students must have at least a 3.0 overall grade point average (GPA) or approval of a Registrar or the Associate Provost for Student Learning and Dean of Faculty. ***This form should be submitted to the Registration and Records Office PRIOR to open registration.***

Student Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Student ID \_\_\_\_\_

Phone/Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

Campus Box \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Graduate Program of Study: \_\_\_\_\_

I am petitioning to carry a total of \_\_\_\_\_ credits for the (FA, SP, SU) \_\_\_\_\_ Calendar Year: \_\_\_\_\_

Reason for Overload:

My proposed schedule of courses will consist of:

Course Code (e.g. BIO 101A)	Credits	Course Code (continued)	Credits
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note: Jayweb will NOT allow you to enroll in more than 16 credits. During your assigned Registration time you MUST contact the Office of Registration and Records for assistance with the final course registration.

The approval of this petition does NOT guarantee enrollment into a particular course. If the course is full, you will be waitlisted. Another course can be substituted for the waitlisted course.

Please dial x1409 for assistance during your registration time.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Registrar or Associate Academic Dean Signature

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

\$ \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Charge/Credit No. Credits Total Surcharge