



## Overload Petition Form & Instructions

### College of Hotel Administration

#### Overload Petition – Fall & Spring Semesters

Freshmen are limited to 17 credits per semester. Sophomore, Junior and Senior students are limited to 18 credits each semester. If you have a 3.0 or higher GPA, you may request an overload by completing a petition and having it signed by an advisor and dean of the college. You will need to come to the Office for Student Advising (BEH 543) to have your petition reviewed and signed. Once you have received a signed overload petition, you must take it to Student Enrollment Services in Frazier Hall to have them assist you in enrolling in your overload class (the one that puts you over the allowed number of credits). The online system will not allow you to do this on your own. Any changes to your schedule after you do this will require you to go back to Student Enrollment Services for their assistance.

#### SAMPLE FALL/SPRING OVERLOAD

List the prefix and number each class you want to take, including the overload class, along with the total number of credits.

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#### Requested Action & Summary of Justification

TCA 330	(3)	
FAB 333	(3)	
HMD 395	(3)	21 credits total
ENG 231	(3)	
PHI 102	(3)	
HMD 359	(3)	
COM 101	(3)	

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#### Overload Petition – Summer Semester

All students have the following credit limits for the summer semester. An additional 3 credits can be added to each summer session if you have a 3.00 or higher GPA and obtain an overload petition as outlined above.

Summer Session I	3 credits
Summer Session II	6 credits (7 if one class is four credits and one is three credits)
Summer Session III	6 credits “ “ “

#### SAMPLE SUMMER OVERLOAD

List the prefix and number for each summer session along with the total credits for each session as suggested below.

Note: If a course goes through two sessions, list it in each session.

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#### Requested Action & Summary of Justification

##### SUMMER 1

TCA 330 (3)  
FAB 333 (3)  
6 credits

##### SUMMER 2

ENG 231 (3)  
PHI 102 (3)  
HMD 395 (3)  
9 credits

##### SUMMER 3

HMD 359 (3)  
TCA 380 (3)  
COM 101 (3)  
9 credits



Name \_\_\_\_\_ SSN \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Number

Street

City

State

Zip Code

Email \_\_\_\_\_ Phone \_\_\_\_\_

College College of Hotel Administration Major \_\_\_\_\_

**College of Hotel Administration**

Major

First UNLV enrollment: Sem \_\_\_\_\_ Yr \_\_\_\_\_ Current GPA \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Total hrs. completed \_\_\_\_\_ Sem. hrs in progress \_\_\_\_\_ Are you requesting credit overload? ☐ YES ☐ NO

☐ YES☐ NO

20\_\_\_\_ Summer Session 20\_\_\_\_

☐ Fall

1st

☐ 2nd

3rd

☐ Spring

If yes, check semester for which you are requesting the overload:

### Requested Action & Summary of Justification

I hereby authorize the Registrar's Office to release my

academic records to the appropriate faculty committee.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### Signatures Verifying Action Taken

Approved

Disapproved

Date

Advisor \_\_\_\_\_

Dept.

Chair \_\_\_\_\_

Dean \_\_\_\_\_

Other \_\_\_\_\_

Comments:

### Action Taken by Committee

Chair: Academic Standards \_\_\_\_\_ Admissions \_\_\_\_\_ Gen. Ed. \_\_\_\_\_ Other Comm. or Council \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Comments: