

**WENATCHEE VALLEY COLLEGE – ACADEMIC REGULATIONS COMMITTEE**

**CREDIT OVERLOAD PETITION FORM**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**LOCAL ADDRESS:** \_\_\_\_\_ **SID:** \_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**Are you a Running Start student?** \_\_\_\_\_

**PROPOSED SCHEDULE:** Please enter your proposed schedule. Circle the classes you will omit if you are limited to 18 credits.

Please list course department and number (e.g. PSYC 101)

_____	_____
_____	_____
_____	_____

**REASONS:** Explain why you are making the above request. (Use another sheet if necessary.)

***ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT***

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**Action Recommended:**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
**Authorizing Signature**

\_\_\_\_\_  
**Date**

## PROCEDURE FOR GRANTING CREDIT OVERLOADS (19 or more credits)

1. **PURPOSE:** Students who have demonstrated good academic performance are the most likely to succeed with a credit overload. This process is designed to help students succeed by taking a course load appropriate to their level of academic performance.
2. **ELIGIBILITY STANDARDS:** Successful completion of standards A-C is required. Students meeting standard D may be exempted from standard B. Exceptions may be granted, especially if the petitioner is at, or near the quarter of graduation.
  - ❑ Successfully completing at least 45 credits toward a WVC degree.
  - ❑ Maintaining a 3.0 GPA as a full time student
  - ❑ Submitting a well-written petition, along with all relevant transcripts and other documentation.
  - ❑ Enrolling exclusively in courses required for graduation or achieving a similar goal.
3. **PROCEDURE:** Petitions should be submitted to the Vice President of Student Development in Wenatchi Hall located on the third floor. You must submit a completed petition. The evaluator will contact you if anything further is required. Petitions will be divided into three categories:
  - ❑ Students requesting 19-20 credits, including at least one non-lecture class such as a PE activity class must submit a drop/add form with transcripts attached.
  - ❑ Students requesting 19 or more credits, including at least four 5-credit classes, can enroll in their fourth 5-credit class on the first day of open registration. If the class is needed for graduation, the successful petitioner may enroll immediately.
  - ❑ Students enrolled in technical-professional programs are sometimes required to take more than 18 credits. These students will be approved to enroll immediately, provided they are in good academic standing. Good academic standing is defined as earning a 2.0 or higher cumulative GPA and a 2.0 GPA for the most recent quarter of enrollment
  - ❑ Running Start students must have the approval of the Running Start director.