

PETITION TO TAKE ADDITIONAL HOURS OF CREDIT



WEBER STATE UNIVERSITY

Maximum registration without special permission is twenty (20) credit hours per semester. Students may register for additional credit hours only if such registration is approved by authorized person(s) according to the policy and procedure outlined below.

A. POLICY

Students who have attained sophomore standing (30 or more semester credit hours) may petition to exceed the maximum registration, provided they meet the following GPA requirements.

Fall, Spring, and Summer Semesters:

Number of Credits	Required Cumulative GPA	Required Approval From:
21-24	3.5	1) Chair of Student's Major Dept., and 2) Dean of Student's College
25 or above	3.75	1) Chair of Student's Major Dept., and 2) Dean of Student's College, and 3) Associate Provost

Students who have not yet declared a major or are declared in the AS General Studies major must obtain approval from the Director of the Student Success Center and the Associate Provost in lieu of the department chair and the college dean, respectively.

B. PROCEDURE

1. Complete all information required on page 2. List those classes that constitute registration of 20 semester hours or less in Part B of the form. List in Part C those classes that make the total registration hours greater than the maximum allowed.
2. Have the appropriate University officials complete and sign Part D of the form. Present your previous semester's grades to the person who completes Part D of this form as verification of your GPA record. You can obtain your record by accessing your unofficial transcript in the eWeber portal.
3. Obtain all signatures required by this petition (see policy statement above).
4. Return the form in person to the Registrar's Solution Center (Ogden Campus, Student Services building, suite 101), Davis Enrollment Services (Davis Campus, D2 building, suite 241), or by email to registration@weber.edu.

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Please read the policy regulating registration for additional credit hours that appears on the page 1 of this form.

TO BE COMPLETED BY STUDENT

PART A

I, _____ hereby petition to take additional credit.

W Number	Major	Semester & Year
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PART B - My registration for twenty credit hours or less is:

Course Name	Course Registration Number	Credit Hours
Total		

PART C – I am petitioning for permission to add the following course(s):

Course Name	Course Registration Number	Credit Hours
Total credit hour load, including extra credit hours		

Petitioner's Signature	Date
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TO BE COMPLETED BY UNIVERSITY OFFICIALS, AS DEFINED IN PROCEDURE PART D

Previous semester's GPA:	Previous semester's completed hours:	Hours worked per week:
Cumulative GPA:	Total GPA Hours:	
Signature of Dept. Chair:		Date:
Signature of Dean of College:		Date:
Signature of Vice Provost:		Date: