



ANTIOCH
COLLEGE

OVER-CREDITING PETITION

Office of the Registrar
McGregor Hall, 213

Student Name: _____ Student ID: _____

Major/Concentration: _____ Intended Graduation Date: _____

Term for which the overload is being requested: FALL WINTER SPRING YEAR: _____

COURSE INFORMATION: Only include the class(es) that would generate the overload above and beyond the 18 credit limit, but not more than 22 credits during the term.

COURSE PREFIX	COURSE NO. #	SECT NO. #	CRS	COURSE TITLE	INSTRUCTOR SIGNATURE Please check box for reason signature is required, if needed.
					missing pre-req <input type="checkbox"/> over cap <input type="checkbox"/> late registration <input type="checkbox"/>
					missing pre-req <input type="checkbox"/> over cap <input type="checkbox"/> late registration <input type="checkbox"/>

FOR THE STUDENT TO COMPLETE:

Rationale/reason for request: (please use a separate sheet of paper for complete rationale, if needed):

By my signature below, I acknowledge that I understand the policy in relation to over crediting and the expectations of credits per term, the approval process and any deadlines associated with the procedure for submitting this petition.

Student Signature: _____ Date: _____

CURRENT ADVISOR (Print): _____

ADVISOR SIGNATURE: _____ Date: _____

NOTE: The request to over credit must be submitted to the Registrar before the student registers for courses, and before the end of the pre-term registration period immediately prior to the term indicative of the request (preferably) or before the add/drop deadline.

FOR OFFICE USE ONLY: Processed on: _____ By: _____

CIRCLE ONE: APPROVED NOT APPROVED

Reason for non-approval:

Over-Crediting Policy

Full-time students may choose to take 12-18 credits per quarter. Under specific circumstances, which generate additional fees of \$100 per over-credit, and which may have negative impacts upon student success, full-time students may take more than 18 credits. This situation is referred to as “over-crediting”, and is an option available to students, although it is typically not recommended in most academic situations.

DEADLINE: To take more than 18 credits, the “Over-Crediting Petition” (available in the Registrar’s Office), must be submitted to the Registrar before the the end of the ninth week (Friday, 5:00 pm) of the regular term—Fall, Winter, or Spring—before the term of the intended over-crediting.

Students should note that there must be a compelling and coherent academic rationale as to why the over-crediting request should be granted. In the event of denial of over-crediting, the Registrar will notify the student, and students may appeal to the Academic Policy and Review Committee (APRC), whose decision is final.

The following conditions and restrictions upon over-crediting exist:

- 1) Students must have the permission of their academic adviser.
- 2) Students may not take more than 22 credits, under any circumstances.
- 3) Students within their first term at Antioch College may not over-credit, regardless of past history, transfer status, etc.
- 4) Students must be in good academic standing; the sole exception is if a student must over-credit as part of the terms of academic probation.
- 5) Students must be in good financial standing.
- 6) Students must not have any outstanding incomplete grades (IN), unresolved academic integrity (M), or no grade indicators (NG) on their transcripts.
- 7) Students must have earned all attempted credits in the last term (work or study).
- 8) Students must have a minimum GPA of 2.5.
- 9) Students may not over-credit in any term during which they are also enrolled in ENG 101 English Composition Plus or MATH 090 College Math Skills.
- 10) Students may petition the Academic Policy and Review Committee (APRC) for an exception to restrictions 1-9. Students should note that the academic rationale for such a request is paramount, and that the decision of APRC is final.
- 11) Credits for audited classes count towards determining over-crediting.
- 12) Over-Crediting petitions from students with third- or fourth-year standing will not be approved unless the student has an up-to-date, approved degree plan on file in the Registrar’s Office.
- 13) Students may not take more than a total of 18 over-credits during their Antioch career.

Students who over-credit during any term solely because of enrollment in courses through the SOCHE consortium will not be charged over-credit fees.