



## COLLEGE OF NATURAL SCIENCES

### PETITION FOR EXCEPTION TO MAXIMUM QUANTITY OF WORK RULE

(Request to enroll in 18 hours or more during a fall/spring session)

Date \_\_\_\_\_

Name \_\_\_\_\_ Student EID \_\_\_\_\_  
Last First

\_\_\_ Fall \_\_\_ Spring Graduation Date \_\_\_\_\_ Total # of hours requested \_\_\_\_\_

Will you be working during this semester? \_\_\_\_\_ If yes, how many hours per week? \_\_\_\_\_

If you will be working 10 or more hours per week, you must see an advisor before this exception can be granted.

Courseload registration requested (please list all courses):

_____	_____	_____
_____	_____	_____
_____	_____	_____

Rationale for courseload request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An important reminder: Students approved for this exception are expected to carefully monitor their courseloads and, if necessary, drop courses by the final drop deadline. Exceptions to drop a class after deadlines are rarely made in cases where an exception to maximum quantity has been granted.

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To be completed by Advisor:

Classification: Fr So Jr Sr GPA: \_\_\_\_\_ # of Hours Prev. Completed \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Pending \_\_\_\_\_

## PETITION FOR EXCEPTION TO MAXIMUM QUANTITY OF WORK RULE \*

Procedures for students petitioning to take 18 hours or more during a fall / spring session:

1. Forms are available in your advising center or the Dean's Office, WCH 1.106.
2. Complete and submit the form to your advising center.
3. Approval is based on:
  - at least a 2.5 g.p.a. for coursework completed in residence at UT
  - proposed courseload
  - successful completion of 14-15 hours in a recent semester at UT
4. You will be notified of a decision within 2-3 days. It may be necessary for you to meet with your academic advisor.
5. If approved, it is your responsibility to complete registration of the class. Graduating seniors will be allowed to add their courses immediately. All other students will be allowed to add their over hour courses on the 4<sup>th</sup> class day of the semester.
6. If this petition is denied and you have extenuating circumstances, the denial may be appealed at the Dean's Office, WCH 1.106.
7. You should carefully monitor your courseload and, if necessary, drop courses by the final drop deadline. Exceptions to drop a class after deadlines are rarely made in cases where this petition has been granted.

\*1<sup>st</sup> semester freshmen will not be considered for taking more than 17 hours.

