



**SIMMONS UNIVERSITY**  
**Office of the Registrar**  
 300 The Fenway, Boston, MA 02115  
 Tel 617-521-2111 Fax 617-521-3144  
**COURSE OVERLOAD PETITION**

Undergraduate students who pay flat tuition and have earned at least 32 credits may elect to take up to 22 credits at the standard flat tuition rate twice (for two semesters) during their academic program. To be eligible for this higher credit cap, students must have an overall 2.8 GPA and be in behavioral good standing. Students must fill out the UG Overload Form, available in the Registrar's Office, when registering for the semester in which they would like to exercise the 22-credit flat tuition option.

*Dix Scholars and CompleteDegree students are not under flat tuition and are not eligible for this overload.*

Undergraduate students wishing to take more than 21 semester hours of credit are required to have the Administrative Board's approval before registering. Students must submit a petition with the recommendation or comments of their advisor or chairperson in their major department to make this request. Completed petitions must be submitted to the Office of the Registrar.

Student Name: \_\_\_\_\_ Simmons ID#: \_\_\_\_\_ Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING:**

1. The semester of the course overload:  Fall  Spring
2. Cumulative GPA (2.8 minimum): \_\_\_\_\_
3. Total number of completed credits at Simmons University to date: \_\_\_\_\_
4. Have you been approved for a course overload in the past?  
 Yes  No   
 If so, which semester(s):  
 \_\_\_\_\_
5. # of credits being requested:  
 \_\_\_\_\_

**COURSE INFORMATION:** Please list all of the courses for which you want to or are currently registered:

Course Title & Section	Day	Time	Credits

*I have read, understand, and will abide by the above regulations.*

STUDENT'S SIGNATURE\*: \_\_\_\_\_

MAJOR ADVISOR'S SIGNATURE\*: \_\_\_\_\_

Once filled out completely, please return to the Registrar's Office; registrar@simmons.edu.

**FOR OFFICE USE ONLY:** Approved By: \_\_\_\_\_ TOTAL CREDITS APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_