

Student Information

VU ID # _____ Full Name _____ Date _____
Please type or print your name as it is officially recorded with Valparaiso University.

Email _____ Phone _____

Major(s) _____ Class _____

Please review the Financial Overload Policy (tuition charges for more than 19 credit hours) on the Office of the Registrar section of the website for clarification regarding these charges before submitting your appeal. www.valpo.edu/registrar
 The **academic** overload policy is different from the **financial** overload policy. Please see the General University Catalog or contact the Office of the Registrar if you have questions about whether or not to file this petition.

PLEASE NOTE: Approval of this appeal will only be considered if the appeal is due to extraordinary circumstances.

Course Information Semester in which overload occurred

Fall Spring Summer I Summer II Full Summer Year

Dept	Course #	Title	Credits
Total Credit Hours After Overload			

Reason for Request

Attach additional page if needed

Required Signatures

Student _____	Date: _____	Recommendations/Approval <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Approved <input type="radio"/> Denied
Primary Advisor - 1st Maj _____	Date: _____	
Dean _____	Date: _____	
Provost _____	Date: _____	

FOR OFFICE USE ONLY

Submitted to the Office of Student Accounts for adjustment: _____

Student Accounts: This Financial Overload Appeal is being forwarded to you electronically via email. Upon updating the student's record, please email the Office of the Registrar to confirm processing is complete.