

**Course Overload is defined as:**

- Enrolment in 5.5 credits in the Fall/Winter session or enrolment in 3.0 credits (or equivalent) during the Fall OR the Winter term
- Enrolment in 2.5 credits in the Summer session or enrolment in 1.5 credits during either of the Summer terms

**Criteria for Overloads**

1. Full-time students with an Academic Status of Good Standing (a minimum cumulative average of 60% on at least 3.0 Trent credits) may overload by one half credit (0.5 credits) in each of the Fall and Winter terms. No petition is necessary.
2. Students must submit a petition for overload to the Committee on Undergraduate Petitions if:
  - a. The student does not have an Academic Status of Good Standing
  - b. The student wishes to exceed the listed limits (e.g. double overload)
3. Part-time students may not overload. Taking more than 3.0 credits will automatically change their status to full-time studies. This will have implications for their academic status and fee assessment.

**Students may submit a petition for course overload if they fall into category 2A or 2B.** Written approval from the course instructor or department administrator for a space in the course is required. Note: if the request to overload is made after the official deadline for adding a course with permission, a Late Add petition must also be completed. Completed petitions are submitted to the Registrar's Office and are considered by the Registrar's Office and the Committee on Undergraduate Petitions (CUP). You may wish to consult with your Academic Advisor about this petition.

**A COMPLETE PETITION PACKAGE MUST INCLUDE:**

- Pages 1 and 2 of this petition form
- A Statement of Grounds letter providing a clear account of why you require exemption from the overload regulations above Supporting documentation of medical or personal circumstances (as applicable)

Name: _____	Student No.: _____
Do you intend to graduate at the end of the session? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>I verify that the information contained in this petition package is complete and valid, and acknowledge that the extra work involved in taking an overload may have adverse effects on my overall standing. I also acknowledge that 'submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines' is considered to be Cheating under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy. I further acknowledge that I may be subject to additional tuition fees and late registration fees.</i>	
Student signature: _____ Date: _____	
<b>For Office Use Only</b>	
<input type="checkbox"/> Granted <input type="checkbox"/> Denied <input type="checkbox"/> Deferred	
Date: _____ Chair Signature: _____	
Comments:	
<small>The information on this form is collected under the authority of the Trent University Act, 1963 and is needed to document your petition request. The information will be used to officially record your petition request and to update your academic record if your petition is granted. If you have any questions about the collection, use or disclosure of this information by the University, please contact the University Registrar, Office of the Registrar, Blackburn Hall, 705-748-1215, registrar@trentu.ca.</small>	

Name:	Student No.:
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**STATEMENT OF GROUNDS LETTER**

The Statement of Grounds letter is a formal account of why you are pursuing this petition. It will follow page 2 of your petition package. When writing your letter, please be clear and provide as many specific details as you can, while considering the following questions:

- Why are you required to overload for this term? Why can the course not be completed in another session?
- Why do you not meet the criteria outlined on the first page of this petition?
- How will you manage your time and your course load to ensure that you are successful in all your courses?
- If this petition is denied, how would this cause you undue hardship? What is your alternate plan if the petition is not approved?

**INSTRUCTOR/DEPARTMENT COMMENTS AND APPROVAL**

Please have the course instructor complete the following section. Note that instructor approval does not guarantee subsequent approval of this petition by CUP.

Course Code	Section/Location/Term	Instructor Name (please print)	Instructor Signature/Date
Instructor comments: <input type="checkbox"/> approved for waitlist only			

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