

COLLEGE START OVERLOAD PETITION

Pratt Community College **College Start** (Concurrent Enrollment) students may not enroll in more than twelve (12) credit hours per semester, or eight credit hours per summer session, unless permission is granted by the Vice President for Instruction. This enrollment restriction has been established to prevent excessive enrollments that do not benefit students.

Note: Courses that cross semesters are prorated between the semesters. For example, a 3.0 credit hour Literature course starting November 1 and ending March 15 is prorated to 1.5 credit hours for the fall semester and 1.5 credit hours for the spring semester even though the college enrollment system will show all 3.0 credit hours in the fall semester when the course certifies. An Overload Petition is not required if the student's semester enrollment exceeds twelve semester credit hours for this reason.



TO BE COMPLETED BY STUDENT

Student Name _____

Number of Credit Hours Desired _____

PCC Student ID # _____ Semester _____ Year _____

1. List names and credit hours of courses student wishes to enroll in above 12 credit hours:
2. Attach copy of high school and any college transcripts.
3. List any other unique circumstance pertinent to the request:

Student Signature

Date

ASSESSMENT SCORES

Verification of highest assessment scores for this student:

ACCUPLACER

____ Writing
____ Reading
____ Quantitative Reasoning, Algebra, Statistics
____ Advance Algebra & Function
 Level

ACT

____ English
____ Reading
____ Mathematics
____ Composite

Verified by _____
 (signature)

Verified by _____
 (signature)

HIGH SCHOOL COUNSELOR/PRINCIPAL RECOMMENDATION

Check One

____ I recommend that this student be granted special permission to enroll in credit hours during the ____ semester, ____ year.

____ I do not recommend that the request be approved.

Comments:

High School Counselor/Principal Signature

Date

VICE PRESIDENT OF INSTRUCTION'S ACTION

____ Request approved.

____ Request approved with limitations.*

____ Request denied.*

Comments:

Vice President's Signature

Date

*If the student desires to appeal this decision, such appeal must be made in writing to the Instructional Council. The appeal statement should be delivered to the Vice President for Instruction who issued the decision within ten (10) calendar days of the date of the Vice President's decision.