



COLLEGE START OVERLOAD PETITION

Pratt Community College Concurrent Enrollment (**College Start**) 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 semesters. I.E., a 3.0 credit hour Literature course starting November 1 and ending March 15 is prorated to 1.5 credit hours for Fall and 1.5 credit hours for Spring. 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 _____

PCC ID # _____

Year: _____ Fall ___ Spring ___ Summer ___

1. Attach completed College Start Enrollment form. Be sure to include all of the courses you wish to enroll in and their credit hour totals.
2. Attach copy of high school transcripts, college transcripts (if applicable), and copies of test scores (COMPASS, ASSET, ACT).
3. List any other unique circumstance pertinent to the request:

Student Signature

Date

HIGH SCHOOL COUNSELOR/PRINCIPAL RECOMMENDATION

Check One

_____ I recommend that this student be granted special permission to enroll in credit hours during the current semester.

_____ 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.