

UNIVERSITY OF ILLINOIS
AT SPRINGFIELD

Graduate Assistantship Office

PETITION for
Waiver of the Assistantship Policy on Maximum Course Load

Assistant's Name: _____	Date _____
UIN _____	Semester/Year _____
Academic Degree Program: _____	Academic Advisor: _____
Assistantship Unit: _____	Position ID: _____
Assistantship Supervisor: _____	

I hereby request permission to: waive the Assistantship Policy restriction which limits the total number of credit hours an assistant can be registered for in a given semester to no more than 12. The Policy Manual states that *"An assistant is considered a full-time student and must enroll and remain enrolled throughout the semester for a minimum of 8 to a maximum of 12 semester hours in a regular semester. Audit work will not qualify to meet the minimum load."*

I am requesting to enroll in the following courses this semester (list all courses you will be registered for):

Course Number	Course Name	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credit Hours for Semester: _____

I base this request on the following rationale: (Please explain why you are requesting to take a course overload and your plan for successfully completing your academic courses as well as your assistantship responsibilities for the semester.)

Graduate Student's Signature

Academic Advisor's Approval

I have reviewed my advisee's academic progress, current academic status, and degree completion plan. The requested course overload will further the student's progress toward degree completion, and I believe that the student will be able to successfully complete the proposed overload this semester. I support approval of this petition.

Academic Advisor

Date

Approved by:

Academic Department Chairperson

Date

Assistantship Placement Approvals

I support approval of this petition.

Assistantship Supervisor

Date

Dean or Unit Administrator of Assistantship

Date

Graduate Assistantship Office Approval

Director, Graduate Assistantship Program

Date

Completed petition received by GAO on _____