Petition for Course Overload

Fall and Spring Semester Credit Hour Load. A minimum full-time course load for an undergraduate student is 12 credit hours. The maximum course load for which a student may register is 18 credit hours. A student wishing to register for more than the maximum must petition the standards committee of the college in which the student is enrolled and must obtain an approved overload prior to registration.

Summer Session Semester Credit Hour Load. The summer session credit hour load limit is 7 credit hours for each six-week session, 9 credit hours for the eight-week session, and may not exceed a total of 14 credit hours for any combination of sessions.

Fall and spring semesters offer three sessions: Session A (1st 7.5 weeks), Session B (2nd 7.5 weeks) and Session C (15 weeks). The maximum course load is 9 credit hours in Session A or Session B, or 18 credit hours in Session C; or a combination that does not exceed 18 credit hours (e.g. 3 credits in Session A combined with 3 credits in Session B would leave a student a maximum of 12 credits in Session C in which to register).

This petition is for New College of Interdisciplinary Arts & Sciences Majors only.
- You must submit a new petition each semester you wish to take an overload.
- Non-degree seeking undergraduates are not eligible for overloads except when necessary for ASU summer study abroad.
- Approval of an overload does not imply that the college will approve requests to late add a course.

Overload requests will be considered (**not guaranteed**) for students who meet the following criteria:	Fall and Spring Sessions A or B (7.5 weeks)	Fall and Spring Session C (15 weeks)	Summer Sessions A or B (6 weeks)	Summer Session C (8 weeks)
Normal credit hours allowed by semester/session	9	18	7	3
3.00 ASU cumulative GPA and at least two successful semesters of 16-18 hours at ASU are the criteria for overloads of:	11-12	19-21	N/A	N/A
3.60 ASU cumulative GPA and two successful semesters of 19-21 hours at ASU are the criteria for overloads of:	N/A	22 or higher	N/A	4-6*

*Overloads for summer are restricted to students completing internships or individualized instructions only.
- These are the minimum criteria for approval; additional factors may affect your application.
- **Permission to take an overload is a PRIVILEGE, not a right.**

Step 1: Read the instructions and petition completely.

Step 2: Fill out the petition completely. Petitions will be returned without review if they are illegible, incomplete, or incorrect.

Step 3: Attach a copy of your unofficial transcript (either electronic or paper if you are submitting it in person).

- Go to my.asu.edu, and under the "my classes" section, select "Grades & Transcripts". Select "Transcripts & Test Scores". Select "unofficial transcript" from the drop- down menu. Click "View Report" and print or save the PDF file.

Step 4: Provide additional required documentation

- If you need this overload to graduate by a certain date **you must provide a DARS report which clearly shows that you will have completed all requirements by approval of the overload.**

Step 5: Submit the petition (page three of this document) to your division advisor in NCIAS:

For Humanities, Arts & Cultural Studies (HArCs): FAB N201

For Mathematical and Natural Sciences (MNS): CLCC 217

For Social and Behavioral Sciences (SBS): FAB S105;

Online psychology students may email the form to their advisor.

The decision may take up to 5 days.

Step 6: **You will be contacted by phone or email by the division once the overload has been reviewed and either approved or denied.**

Petition for Course Overload

Read instructions above. Please type; illegible, incomplete or incorrect forms will not be reviewed.

Name:	ASU ID:	Degree and Major:	Telephone:
ASU Cumulative GPA:	List two semesters at ASU when you have completed 16 or more hours		
	Semester/year:	Semester/year:	
Total ASU hours:	Hours/GPA:	Hours/GPA:	

1) For which semester are you requesting an overload? **MARK ONLY ONE**

☐Fall (see 2a)   ☐   ☐Spring (see 2a)   ☐Summer session (see 2b)

2a) How many credits hours do you want to take this semester/session? _____

Session A 7.5 week credit hours:___   Session B 7.5 week credit hours:_____   Session C 15 week credit hours:_____

2b) List the numbers of hours you want to take each summer session.

1st six week credit hours:_____   2nd six week credit hours:_____   8 week credit hours:_____

Total of all summer session hours:_____

Student Signature: Date:

Attach an additional page if the space below is not sufficient and type or write "see attached" below.

3) Are you enrolled (or enrolling in) a research, internship, or thesis credit hours?

☐Yes   ☐No

4) Do you need this overload to graduate by a certain date?

☐Yes   ☐No

Which semester and year are you planning to graduate?_____

Are you taking classes at another institution, and if so, which courses?_____

5) List the _additional_ courses by their prefix and number that you want if this overload is approved.

Course prefix and number (i.e. ENG 101)   Credit Hours

-
-
-
-

Add total number of credits: _____

6) Please explain why you are requesting this overload.