

Credit Overload Petition

The maximum course load for which a student may register is 18 credit hours in the fall or spring semester. A student wishing to register for more than the maximum may fill out this request and submit it to their academic advisor.

Fall and spring semesters offer three sessions: Session A (1st 7.5 weeks), Session B (2nd 7.5 weeks) and Session C (15 weeks). Students are permitted to register for a maximum of 18 credits overall for all sessions. The limits are proscribed as: maximum of 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 for the semester (for example: 3 credits in Session A combined with 3 credits in Session B would leave a student limited to a maximum of 12 credits in Session C).

Students whose cumulative grade point average is below a 3.0 will not be considered for a credit overload.

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)	Fall and Spring Overall Enrollment for any combination of sessions
Normal credit hours allowed by semester/session	9	18	18
3.00-3.59 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	19-21
3.60 – 4.0 ASU cumulative GPA and two successful semesters of 19-21 hours at ASU are the criteria for overloads of:	11-12	22 or more	22 or more

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. Summer overload petitions are rarely approved.

This petition is for College of Health Solutions 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.
- These are the minimum criteria for approval; additional factors may affect your application.
- **Permission to take an overload is a PRIVILEGE, not a right.**

Petition Guidelines:

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: Submit the petition (page three and four of this document) to your advisor.

Step 4: **You will be contacted via email once the overload has been reviewed and either approved or denied.**

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

Name:	ASU ID:	Degree or Major:	Telephone:
ASU Cumulative GPA:	List two semesters at ASU when you have completed 18 or more hours		
Total ASU hours:	Semester/year: Hours/GPA: Distribution of hours by session: Session A: _____ Session B: _____ Session C: _____	Semester/year: Hours/GPA: Distribution of hours by session: Session A: _____ Session B: _____ Session C: _____	

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

- Fall
- Spring
- Summer session

2) How many total credits hours are you requesting to register for this semester? _____

3) Specify total credit hours for each session, if approved:

Session A: _____; Session B: _____; Session C: _____

4) Please explain why you are requesting this overload, and how you will manage the increase in workload. (You may attach additional documentation, if needed)

5) Are you enrolled (or enrolling in) a research, internship, or thesis course for the semester in which you are requesting an overload?

- Yes No

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

- Yes No

If yes, which semester/ year are you planning to graduate?

List the Courses that you are Currently registered for by prefix, number, and session:

<u>Course prefix and Number (i.e., ENG 101)</u>	<u>Credit Hours</u>	<u>Session (i.e., A, B, or C)</u>

List the additional course(s) that you would be adding if this overload is approved by their prefix, number and session:

<u>Course prefix and Number (i.e., ENG 101)</u>	<u>Credit Hours</u>	<u>Session (i.e., A, B, or C)</u>

Student Signature: _____

Date: _____

Advisor Recommendation:

Recommendation:

Comments:

Advisor Signature: _____

Date: _____