

Petition for Overload – College of Arts & Sciences

Date of Petition: _____

Quarter Requested: _____

Name: _____

ID: _____ Phone: _____

E-mail: _____

Major: _____

Total units requested: 18 + _____ = _____

Class: Fr _____ So _____ Jr _____ Sr _____

I understand that overloading units may incur additional charges (*initials*): _____

Do you meet the criteria for the overload you are requesting?

(See the “CAS Policy” and “Specific Criteria” on the other side of this form) Yes _____ No _____

If you DO meet the criteria:

- Sign this form
- Submit it to the CAS Dean’s Office (LSH 221)

If you DO NOT meet criteria:

- Document in the space below the specific reason(s) why you need an overload
- Obtain you advisor’s signature (and, if you are a graduating senior, an approved copy of your Senior contract; see “CAS Policy” on the back of this form)
- Sign this form
- Submit it to the CAS Dean’s Office (LSH 221)

Student Signature	Date	Advisor Signature (if required)	Date
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For CAS Dean’s Office Use Only:

Units Completed: _____ Cum. GPA: _____ (1) Prev. Qtr. GPA: _____ (2) Prev. Qtr. GPA: _____

Dean’s Decision: Approved: _____ Denied: _____

Dean’s Signature: _____ Date: _____

Made change in Banner on: _____ By (*initials*): _____

Notes: _____

CAS Policy on Academic Overloads

- 1) All students requesting an academic load must fill out a Petition for Overload (available at the CAS Dean's Office)
- 2) Students must have completed Basic Skills requirements in order to request an overload.
- 3) Automatic Approval: Students on Regular Standing who request an overload above 18 units will automatically be granted the overload by Dean's Office staff, if they meet the Specific Criteria listed below
- 4) **Dean's Office Review:** Petitions from the following student groups will be reviewed by the CAS Dean's Office; students in these groups will not be permitted to register for the overload until granted approval by the Dean:
 - a. Students on Regular Standing who do not meet the Specific Criteria
 - b. Students on Academic Probation requesting to register for more than 16 units
 - c. Students on Critical Academic Probation requesting to register for more than 12 unitsStudents in these groups must:
 - Carefully document the extraordinary circumstances that warrant an overload
 - Obtain the signature of their academic advisor
 - (Graduating Seniors only): Provide a copy of an application for graduation (senior contract) approved by the Records Office

Specific Criteria

- 1) For an overload from 18.5 to 22.5 units, the student must *either*:
 - a. have completed 32 units of college classes and have a cumulative GPA of 3.00 or greater
Or
 - b. have senior standing and earned a term GPA of 3.00 or better in the previous two quarters
- 2) For an overload from 23 to 26.5 units, the student must *either*:
 - a. have completed 48 units of college classes and have a cumulative GPA of 3.50 or greater
Or
 - b. have senior standing and earned a term GPA of 3.50 or better in the previous two quarters
- 3) Overloads above 26.5 units will typically not be approved. For extremely unusual circumstances to be considered the student must *either*:
 - a. have completed 48 units of college classes and have a cumulative GPA of 4.00
Or
 - b. have senior standing and earned a term GPA of 3.75 or better in the previous two quarters *and* be able to graduate within three quarters.

University Policy on Course Loads (from Faculty Handbook II: 4.5.C)

The normal course load, including all courses for which a student may be registered at this or another institution, is 16 quarter units for an undergraduate student, 12 quarter units for a graduate student, and 12-15 quarter units for a graduate professional student, depending on the particular program. Undergraduate students with exceptional ability may, but only with the approval of the dean of their school, register more than 18.5 units. A student on academic probation is subject to reduced course load.