

## Undergraduate Credit Overload Petition

Review the credit overload guidelines below. Forms must be submitted at least one week prior to the start of the requested overload semester. Students must submit this form for each semester they wish to take an overload.

Last name	First name	10-digit ASU ID
-----------	------------	-----------------

ASU.edu email	Phone	Major
---------------	-------	-------

Total credits completed	Cumulative GPA*	Signature
-------------------------	-----------------	-----------

\*See GPA requirements for overload on the following page.

### OVERLOAD REQUEST

Overload semester requested	Overload year	Total credit hours requested (total of both grids below)
-----------------------------	---------------	--

List the courses for which you are already registered during the requested semester:

COURSE PREFIX & NUMBER (e.g., MCO 102)	CREDITS	SESSION

List the additional courses that you want to add to your schedule if this petition is approved:

COURSE PREFIX & NUMBER (e.g., MCO 102)	CREDITS	SESSION

Explain clearly why you feel you should be permitted to carry more than the maximum number of credit hours, and how you will manage the increased workload.

**Return the completed petition to your academic advisor via email to request approval. You will be notified of the approval decision by email within 10 business days.**

### ADVISOR APPROVAL

DECISION:            Approved                      Not Approved

Advisor comments:

Advisor name	Advisor signature	Date
--------------	-------------------	------

### CREDIT OVERLOAD GUIDELINES

Students are permitted to register for a maximum of 18 total credits across all sessions in the Fall and Spring semesters. 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 (e.g., 3 credits in Session A combined with 3 credits in Session B limits a student to a maximum of 12 credits in Session C). Students may register for a maximum of 14 credits across Summer sessions. A student wishing to register for more than the maximum may complete this petition and submit it to their academic advisor for approval.

**Requirements:** Overload requests will be considered (not guaranteed) for students who meet these criteria:

- Student is a full-time, degree-seeking student in good academic standing
- Student has completed at least one full term at ASU before the overload term
- Student is not repeating a course during the overload term
- Student has a legitimate academic reason for the overload request
- Student meets the overload GPA requirements:
  - Fall or Spring semester:** 19 hours = 2.5 or higher; 20-21 hours = 3.0 or higher; 22 or more hours = 3.4 or higher
  - Summer semester:** 3.0

Before considering an overload, discuss it with your advisor, who may be able to help you meet your requirements more efficiently.