

OVERLOAD PETITION FORM

Students may register for an overload of up to 12 units with the approval of their academic advisor if they have earned at least a 3.00* semester QPA for the previous semester while carrying at least 36 factorable units or at least a 3.00* cumulative QPA. Petitions for overloads greater than 12 units or other exceptions must have the approval of the College of Engineering Dean's Office. Please complete this form for approval.

First-year and transfer students are limited to a normal course load in their first semester. *3.50 for students in ECE

TO BE COMPLETED BY STUDENT

Name:

(Last)

(First)

(MI)

Current Dept:

Class:

Andrew ID:

Proposed Schedule (semester & year: circle one): Fall Summer Spring 20__

Course #	Units	Course Name

* Stuco (98-xxx) and PhysEd (69-xxx) courses do not constitute an overload

Proposed course for overload:

Unit increase requested:

Course dropped at mid-terms if necessary:

Reason for overload:

Student Signature:

(Date)

Advisor Signature:

(Date)

TO BE COMPLETED BY COLLEGE

Approved:

Approved Maximum Units:

Mid term QPA:

(Date)

Denied:

Reason:

(Date)

* All petitions approved before the posting of final grades for the semester preceding the overload semester are subject to revocation if the student does not achieve a 3.00 semester QPA (or higher).

The University is committed to ensuring that each degree candidate has access to a normal course load before it permits other students to add additional units to their schedule. Therefore overloads are not granted until after Registration Week. In CIT a normal course load for first year students is 47 units in the first semester and 49 units for the second semester. After the first year a normal course load is defined by the student's primary CIT major.