

Term to be effective

Date

Student details

Name (Last, First Middle)

ASU ID number (10-digit, found on Sun Card)

ASU email

Phone

Current major

Academic unit

Location

Total ASU hours completed

ASU hours currently enrolled

Total transfer hours

ASU GPA

Catalog year

Anticipated graduation date

University petitions

Received and reviewed by college or school, forward to University Standards Committee with comment.

Adjustment to the university graduation requirement

- Minimum credit hours (120 total)
- Minimum upper-division credit hours (45 total)
- Cumulative 2.00 ASU GPA
- Residency hours (30 min. and 56 min. honors)
- Waive general studies requirement

- Use course for general studies requirement

Prefix

Number

Title

Semester completed

Year

Grade

 Is this a transfer course? Yes No

Required documentation:

- Course syllabus (from the same semester and instructor with whom you took the course)
- [ASU Criteria Check Sheet](#) (Filled out, signed and dated by the professor, department chair or chair designee)

Transfer credit

- Acceptance of non-transferable credit
- Adjustment of transfer GPA
- Requirements for second baccalaureate
- Reject transfer credit

Prefix

Number

Title

Other, please explain

Concisely explain the reason for this petition.

Supporting documents and signature

 Required supporting documents: Unofficial transcript
 Graduation audit (DARS)

 Optional documents: Page three included

Student signature

Date

Advisor recommendation

Advisor recommendations and required signature. If advisor signature is not available, an Academic Unit representative **must** complete and sign the next section.

Recommendation

Comments

Advisor signature

Date

Academic unit recommendation

Academic unit recommendation and academic unit representative signature, if the advisor signature is not provided.

Recommendation

Comments

Academic unit representative signature

Date

College or school standards committee

College or school standards committee recommendation and required signature.

Recommendation

Comments

Standards committee representative signature

Date

Course Overload Request

Please note the following:

- **This overload request is for Fulton Schools of Engineering Majors only.**
- The maximum course load is 9 credit hours in Session A or Session B, or 19 credit hours in Session C; or a combination that does not exceed 19 credit hours (e.g. 3 credits in Session A combined with 3 credits in Session B would leave a student a maximum of 13 credits in Session C in which to register).
- **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.
- **Permission to take an overload is a PRIVILEGE not a right.**

Please answer the following:

1) Explain why you need this overload and why the course(s) cannot be taken in another term.

2) How many total credit hours do you want to take this term?

3) If applicable, list two semesters at ASU when you have completed 18 or more hours:

Semester/year: Semester hours: Semester GPA:

Semester/year: Semester hours: Semester GPA:

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

Yes No

If yes, please provide the full name of the instructor that you are working with:

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

Yes Specify the term and year

No

If yes, attach a DARS report. Write on the DARS report in any requirement area not completed, the course(s) you are taking to fulfill the requirement, and when you will take the course(s).

6) List courses that you are currently registered for by prefix and number.

Course prefix and number (i.e. FSE 100)	Credit Hours	Session (i.e. A, B, or C)
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7) List the additional course(s) that you want if this overload is approved by their prefix and number.

Course prefix and number (i.e. FSE 100)	Credit Hours	Session (i.e. A, B, or C)
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Add total number of credits:

Name _____ ID _____

Date Updated _____

Semester	Cr.
Total	

Semester	Cr.
Total	

Semester	Cr.
Total	

Semester	Cr.
Total	

Semester	Cr.
Total	

Semester	Cr.
Total	

Semester	Cr.
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Semester	Cr.
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Semester	Cr.
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Semester	Cr.
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Semester	Cr.
Total	

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