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### Student Petition for Overload

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Banner ID \_\_\_\_\_ ACES Username \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

**Please review the recommendations below. Requests that do not meet all recommendations may be denied.**

**PLEASE NOTE:** Your ACES e-mail is the official method of communication. All communication regarding this petition will be sent ONLY to your ACES account.

#### Recommendations

- Minimum Cumulative GPA posted in Banner 3.00
- Prior Semester GPA 3.00
- Minimum College Level Hours completed 24
- Completed at least one term while enrolled in 15+ hours with at least a GPA of 3.00
- Complete and submit the petition form no later than 2 weeks prior to the first day of class
- Only students who have successfully completed a previous mini-mester (FLEX, Maymester, summer with a GPA of 3.5 or higher can petition for overload during such terms)
- Students who need additional courses to complete their degree *during the semester* of the petition will be able to submit a petition for review without meeting all of the above criteria. Their petition will be based on whether they are in good academic standing.
- Transfer students must have submitted an official transcript with all final grades posted.
- I certify that I meet all of the above recommendations. I understand that if I do not meet all requirements, my petition may be denied. **(Please complete petition on reverse)**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Students may not enroll in more than the maximum semester credit hours allowed by the Alamo Colleges for any given semester. According to the Texas Higher Education Coordinating Board (THECB), students generally should not be allowed to enroll for more semester credit hours than the number of weeks in a semester/session. Students simultaneously enrolled in terms of different lengths may enroll in a maximum number of semester credit hours equal to the number of weeks in the longest term. Students may petition for additional hours.

Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter A Rule §4.6

#### MAXIMUM HOURS ALLOWED WITHOUT A PETITION

##### Fall/Spring

- 16 Week: 18 Semester credit hours
- Start II/Late Start, 14 week: 14 Semester credit hours
- Flex I, 8 Week: 9 Semester credit hours
- Summer II 5 Week: 6 Semester Credit Hours

- Maymester: 3 Semester Credit Hours
- Summer I (5 and 8 Week): 8 Semester Credit Hours
- Flex II, 8 Week: 9 Semester credit hours

Please list ALL courses below that you wish to take during the semester you are petitioning for.

Please Complete the requested information for each course.

Semester	Part of Term	Course	Credit Hours
Example: Summer	Summer I- 5 week	ENGL 1301	3

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Will you be working this semester? If so, how many hours each week? \_\_\_\_\_

Why do you request to take more than a full load?

What will enable you to be successful?

**Submission of request is not a guarantee of approval. You will be notified through ACES email within 2 weeks of overload decision. Once decision is made, it will be your responsibility to register for your courses.**

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OFFICE USE ONLY                       Approved

Denied

Received by/ Date \_\_\_\_\_

Processed by/Date: \_\_\_\_\_

Academic Vice President or designee \_\_\_\_\_

Comments: (Please also place comment in student record on SPACMNT)