

## **Petition to Carry an Overload**

### **For Dietrich College of Humanities and Social Sciences Students**

The Dietrich College offers students a rich curriculum of courses that allow for mastery of knowledge and skill sets across its disciplines. Such mastery cannot be achieved if students are over-burdened with the demands of too many courses. The College supports an ideal of student life that allows for balanced, well-rounded maturation and development.

Since we expect and encourage a broad and diverse co-curricular college experience, the College faculty agrees that limits need to be placed on how many courses a student should be allowed to take in a given semester. This policy on overloading is designed to allow our students the time for course content mastery as well as the personal reflection on and integration of knowledge that makes for successful intellectuals, professionals and citizens.

#### **Policy:**

Overloading is defined as taking more than the equivalent of five full-semester courses (9-12 units each); it usually means registering for more than 50 units per semester. If a five full-semester course schedule (9-12 units each) is equivalent to more than 50 units (ex., 51 or 52 units), it may not be considered overloading; contact your primary advisor to discuss your schedule.

Eligibility for overloading is defined as having a QPA of 3.00 (or higher) based on passing a normal load of 5 courses (minimum factorable 45 units) in the last completed semester **AND** a current cumulative QPA of 3.00 (or higher).

Eligibility does not automatically allow the student to register for more than 50 units; eligible students must be granted special permission through the following:

1. Complete this "Petition to Carry an Overload" form (see page 2).
2. Meet with the primary **academic advisor** to discuss overloading.
3. If permission is granted, online processing of the unit increase is through the **primary academic advisor**.

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). It is the student's responsibility to discuss this matter with their **primary academic advisor**.

If approval for overloading is granted after the deadline for adding courses, a "LATE ADD REQUEST" form must be completed **after** the advisor increases the maximum units on the student's record.

## Petition to Carry an Overload

For Dietrich College of Humanities and Social Sciences Students

**To be completed by the student:**

<b>Student's Name:</b> Yeuk Yu (Tiffany) Lee		<b>Student USERID:</b> yeukyul
<b>SMC Box #:</b> 5911	<b>Phone #:</b> ( 646 ) 3213377	<b>CMU Email:</b> yeukyul@andrew.cmu.edu
<b>Primary Major:</b> Statistics		<b>Current Year:</b> __FR __SO __JR <u>X</u> SR
<b>Additional Major:</b> Cognitive Science		<b>Minor:</b>

**Proposed Overload Schedule for (circle semester & complete year):** FALL **SPRING** **20**17

Courses	Course Number	Course Name	Units
<b>Normal Schedule</b>	15 - 150	Principle of Functional Programming	10
	15 - 437	Web Application Development	12
	66 - 501	Senior Honors Thesis	9
	10 - 601	Introduction to Machine Learning	12
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<b>Overload*</b>	15 - 441	Computer Networks	12
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\*This proposed overload schedule should not include units for StuCo (98-xxx) or PhysEd (69-xxx) courses; these units can be taken above the maximum allowed (they are not considered an overload).

**Student's signature & date:** Yeuk Yu Lee 08/29/2017 **Unit Maximum Requested:** 55\*

**Student rationale for overload:** I am planning to enroll in 5 classes this semester because they are all  
interesting, yet these classes are assigned more units than normal classes, and thus result in a request in overloading.

**To be completed by student's primary advisor:**

The minimum criteria for approving a 9-12 units course overload is:

- a minimum of 45 factorable units with a minimum of 3.00 QPA must be achieved for the semester prior to the requested semester to overload
- a minimum of a 3.00 cumulative QPA must be maintained
- the total number of units (with the requested overload) is not to exceed the equivalent of 6 full semester courses (9-12 units each).

After discussing this with the student, this overload request is:

**Approved** (sign and date): \_\_\_\_\_ **Max. Units:**   \*

**S3 Online Entry** (primary major S3 entry signature): \_\_\_\_\_

**Denied** (sign and date): \_\_\_\_\_

**for the following reason(s):** \_\_\_\_\_

*Primary major department gives copies to: student & Dietrich College Assistant Dean (BH A57) & student's advisor*