ALAMO COLLEGES

☐ NLC ☐ SPC
☐ NVC
☐ PAC ☐ SAC

Student Petition for Overload

Please review the recommendations below. ALL requirements must be met in order to submit a Petition for Overload. 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 transcript showing last semester grades. (must show grades, not In Progress)

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 and Date

Printed Name		Phone Number	
ACES ID		Primary Institution (Home College)	
Banner ID		Where will you take these courses?	

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

MAXIMUM HOURS ALLOWED WITHOUT A PETITION:

Fall/Spring 16 week : (18) semester credit hours
Maymester: (3) Semester credit hours
Summer I 8 Week:(8) Semester credit hours
Fall/Spring Start Two 14-Week
Summer I 6 week: (6) Semester credit hours
Summer II 5 week: (5) Semester credit hours

FALL

FALL 16 Week Number of hours requested

FALL FLEX I Number of hours requested

FALL FLEX II Number of hours requested

SPRING

SPRING 16 WEEK Number of hours requested

SPRING FLEX I Week Number of hours requested

SPRING FLEX II Number of hours requested

SUMMER

MAYMESTER Number of hours requested

SUMMER I (6 WEEK)Number of hours requested

SUMMER I (8 WEEK) Number of hours requested

SUMMER II (5 WEEK) Number of hours requested

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

EXAMPLE **COURSE** Engl 1301 **Term** Summer 8 week

COURSE		**Session**		**COURSE**		**Session**	
COURSE		**Session**		**COURSE**		**Session**	
COURSE		**Session**		**COURSE**		**Session**	
COURSE		**Session**		**COURSE**		**Session**	

Will you be working during this semester? If so, how many hours per week?

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

What will enable you to be successful?

NVC Students, Please submit this form to the Advising Welcome Center in the lobby of Cypress Campus Center. Submission of request is not a guarantee of approval. You will be notified through ACES email within 2 weeks of overload decision. Once decision in made, it will be your responsibility to register for your courses.

OFFICE USE ONLY

Administrator or designee NAME

Signature

☐ Approved ☐ Denied

Received by/DATE

Processed by/DATE

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