H&SS 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; it usually means registering for more than 50 units per semester. Eligibility for overloading is 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:

- completing this “Petition to Carry an Overload” form
- meeting with the student’s primary academic advisor to discuss overloading
- if permission is granted, the academic advisor processes the unit increase on the student’s academic record online

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 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.

Completed by the Student:

Name: _____________________________ Campus Student ID#: _______________________

SMC ___________ Phone#: ___________________________ E-mail: _______________________

Primary Major: ___________________________ Current Year (circle): FR SO JR SR

Proposed Schedule (circle semester & complete year): FALL SPRING 20____

<table>
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<th>Course Name</th>
<th>Units</th>
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</table>

Student Signature & Date: ___________________________ Unit Maximum Requested: ______

*This should not include units for StuCo (98-xxx) and PhysEd (69-xxx) courses; these units can be taken above the maximum allowed (not an overload).

Student rationale for overload: _________________________________________________

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Completed by student’s Primary Advisor: After discussing this with the student, this overload request is:

Approved & Date: ___________________________ Max. Units: ______ Online Entry: ______

Denied & Date: ___________________________ for the following reason(s): ___________________________

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