

APPROVAL THRESHOLD
ADVISOR FORM

The approval threshold advising meeting, though mandatory, is intended to be an opportunity for open discussion in which a student can share academic and personal goals, and advisor can determine whether enrollment in more than 18 hours is beneficial and appropriate given a student's academic record, course of study, and outside commitments. Advisors are encouraged to reserve adequate time for thoughtful discussion and assessment of each student's petition and academic plan.

Advisors must complete this form for each petition. See the bottom of this form for directions.

Petition Checklist: All petitions must include the following:

- Written rationale
- Academic plan
- Term GPA for previous semesters at Rice University
- Answers to questions concerning INCOMPLETE grades

date

_____ *student name* _____ *student ID number* _____ *major(s)**

_____ *minor(s)* _____ *certificates*

**majors must be officially declared and recorded in the university's student system (Banner).*

Petition Decision

- Approved Total Hours Approved _____
- Denied
- Petition withdrawn after meeting with student
- Reason(s) for denial: _____

Planned Courses

For approved petitions, the advisor must:

- *Sign and date the petition*
- *Send an email to overloads@rice.edu with the completed petition, Advisor Form, and supporting documents as attachments (photos or scanned). Email should be sent immediately upon disposition of a petition. If the student has multiple advisors, only the last advisor to approve the petition should send this email.*

If a petition is denied, the advisor must retain a copy of the completed Advisor Form.

*Circumstances or reasons that would lead to **rejection** of a petition to exceed 18 hours:*

In general, an advisor will reject a petition when he/she concludes that the student will not be able to successfully balance the proposed course-load with their other commitments, when the advisor concludes that the student has not adequately considered alternative paths to achieving his/her academic goals, or judges that the course-load proposed is unreasonable or unrealistic.

*The following circumstances or reasons **automatically disqualify** a student for a course overload:*

- A student petitions to enroll for more than 18 hours for the purpose of improving the grade for a course already completed.
- Prior academic suspension or probation
 - University policy limits students returning from academic suspension to a maximum of 17 credit hours during their first semester back at Rice.
 - Students who have been suspended for academic performance during their time at Rice, or who completed a semester of academic probation in Good Standing in the immediately preceding semester, should be approved for more than 18 hours only in exceptional circumstances and with appropriate supporting documents.
 - University policy limits students on academic probation to a maximum of 17 credit hours.
- GPA is below 3.0 for the last two completed semesters
 - Petitions may be approved only in exceptional circumstances and with appropriate supporting documentation.
- Previous failure to complete 19-21 hours¹
 - A student who has received approval for but failed to complete 19-21 hours once may receive approval again in exceptional circumstances and with appropriate supporting documentation.
 - A student who has received approval for but failed to complete 19-21 hours more than once should be prohibited from additional petitions.

¹ “Failed to complete” means that the student failed to earn passing grades for all courses during the overload semester or dropped below 19 hours during the overload semester.

Questions for the Advising Meeting:

The questions below highlight a range of issues that advisors might discuss with each petitioning student. While not exhaustive of issues that might influence petition-related decisions, the questions are intended to assist the advisor and student to identify concerns that merit additional discussion.

- 1) Tell me about your academic experience at Rice. What are your goals for your academic experience?
- 2) For students with two or more majors (or multiple minors/certificate programs): What led you to pursue these majors? What is the benefit of multiple majors? How do the majors (and minors) relate to each other? How do they contribute to the achievement of your personal and academic goals?
- 3) Why do you want to take this slate of courses? Walk me through your reasons for taking each class.
- 4) Do you plan to study abroad? What options are you considering?
- 5) What are your commitments outside of class in the coming semester? (Advisors should inquire about co- and extra-curricular activities at Rice, including research projects, as well as jobs, internships, and family obligations).
- 6) Have you considered other options or alternative academic-plans for accomplishing your academic goals?
- 7) Is this the first time you've petitioned to take more than 18 hours? Were your other petitions approved? Did you complete the hours approved? If not, why? (Advisors should help students identify issues that contributed to their inability to successfully complete their course-load).
- 8) After the Week 2 Add deadline, did you drop courses last year? Which courses/why?