# Petition for Registration Overload (20-24 Credits)

For Undergraduate Students Matriculating Fall 2015 and Before

A registration overload for a full-time student in good academic standing is a course load in excess of 20 semester hours. All students that desire a load above 20 credits, must petition the Office of Academic Advising (OAA) for approval. **The OAA will not entertain any petition greater than 24 hours or petitions from first year students (freshmen or transfer).**

### General Comments – The Undergraduate Experience

The undergraduate experience includes all academic and non-academic experiences in and out of the classroom. Rice offers a rich curriculum of courses that allow for mastery of knowledge and skills across disciplines. Such mastery cannot be achieved if students are over-burdened with the demands of too many classes. Furthermore, your undergraduate experience should be holistic in nature, encouraging a broad co-curricular experience. Rice University provides incredible opportunities through its various academic departments and programs, professional offices, residential colleges, and formal and informal organizations to take advantage of the full range of possibilities. In addition, students must understand that course overloads overextend campus resources, both physical and human capacity (i.e. physical space constraints and professor load).

### General Announcements – Official Policy and Purpose

According to the *General Announcements and as determined by the Rice Faculty Senate*, “Students at Rice normally enroll for 15 to 17 semester hours each semester. For most students, this allows completion of graduation requirements in 8 semesters. Students must secure permission in writing from the Office of Academic Advising before registering for courses if they want to register for (or add more) than 20 credits.”

The reason for this policy is clear. Full engagement in curricular (courses) and extracurricular activities requires time, energy, and dedication. Even with no extracurricular activities, students struggle to fully engage in coursework as they increase course-loads, often significantly affecting learning, performance, health, and quality of the undergraduate experience. For this reason, students are prohibited from registering for greater than 20 credits in a semester. **Only rare exceptions are granted for extenuating circumstances.**

### Petition Submission, Review, and Approval Process

To petition the Office of Academic Advising for a registration overload:

1. Prior to submission, please determine if you have a truly extenuating circumstance that would necessitate a course overload. Students are expected to consider the range of options for achieving their academic goals. Petitioning for a registration overload should be a last resort. The following conditions do not necessitate an overload: a desire to explore class diversity, the pursuit of a double major, the desire to graduate early, internship or research opportunities, studying abroad, or the completion of pre-medical requirements.
2. Please submit the attached document electronically (email attachment) to aadv@rice.edu inclusive of the completed four-year plan. Please provide thorough explanations, reasoning, and descriptions where necessary and **allow up to 5 business days** for an advisor to review your petition and contact you with the outcome, or further clarification. **Petitions that do not include a four-year plan will not be reviewed.** Please note that most petitions are submitted during our busiest advising periods, so we appreciate your patience.
3. If your petition is granted, the OAA will notify the Registrar’s Office and your credit limits will be changed accordingly, allowing you to register for the additional hours.

# Petition for Registration Overload Form

All students should consult a faculty advisor (divisional or major) for advice before petitioning for a registration overload. The Office of Academic Advising does accept feedback from advisors in the review process, but faculty feedback does not guarantee approval. **Content submitted for each petition is bound by the Honor Code.**

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Have you previously requested a registration overload?

[ ]  Yes [ ]  No If so, which semester?

How many hours How many hours did you

did you request? complete that semester?

Student Rationale for overload: What extenuating circumstance do you have that warrants a registration overload? Please explain.

Are you auditing any courses? If so, which course? Please describe the workload and assessment that you’ve discussed with the professor of the course. How does this course contribute to your academic plan or future goals?

Please list and describe your non-classroom commitments (e.g. job, research positions, extra-curricular involvement, etc.):

**Graduation Requirements**

When formulating your four-year plan below, be sure to double check the following graduation requirements and consult your relevant General Announcements for specific program details.

Mark an X if your plan accounts for the following requirements (if appropriate):

[ ]  Be registered at Rice full time for at least four full fall and/or spring semesters

[ ]  Complete the requirements of at least one major degree program

[ ]  Complete at least 120 semester hours (some degrees programs require more)

[ ]  Complete at least 60 semester hours at Rice

[ ]  Complete at least 48 hours of 300+ level courses (there are also rules on the amount completed at Rice)

[ ]  Complete more than half of the upper-level courses in degree work **at Rice**

[ ]  Complete more than half of the upper-level courses in their major work **at Rice** (certain departments may specify a higher proportion

[ ]  Complete all Rice courses satisfying degree requirements with a cumulative GPA of 1.67 or higher and cumulative GPA in major of 2.0 or higher

[ ]  Take the English Composition Examination and satisfy the Writing Communication Requirement, First Year Writing Intensive Seminar (FWIS)

[ ]  Satisfy the Lifetime Physical Activity Program (LPAP) requirement

[ ]  Complete courses to satisfy the distribution requirements

[ ]  Dual **degree** (not double major) consideration: 30 hours beyond the first degree

**Planning Your Time at Rice**

**Office of Academic Advising**

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| **Student Name:**  |
| **Student ID Number:** |
| **Major(s):** | **Major Advisor(s):** |
| **Minor(s):** | **Minor Advisor(s):** |
| **Has Your major(s) advisor(s) reviewed this academic plan?** [ ]  Yes [ ]  No | **Date of Major Advisor Approval:**  |
| **In the following plan, I have \_\_\_\_\_ hours of upper-level credit and \_\_\_\_\_ TOTAL hours.** |

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|  **YEAR 1** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 2** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 3** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 4** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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|  **YEAR 5** |
| **Fall \_\_\_\_\_** | **Spring \_\_\_\_\_** | **Summer \_\_\_\_\_** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
| *Ex. ANTH 200* | *D2* | *x* |  | *3* |  |  |  |  |  |  |  |  |  |  |
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| Total Semester Hours |  | Total Semester Hours |  | Total Semester Hours |  |

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| **AP/IB/Transfer Credits Earned** |
| Course | D1/D2/D3 | Major | Minor | Hours  | Course | D1/D2/D3 | Major | Minor | Hours | Course | D1/D2/D3 | Major | Minor | Hours |
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| Total AP/IB/Transfer Hours |  |