To: Faculty Senate

From: Mary Harden, Academic Requirements Committee Chair

Date: April 20, 2011

Re: **Update of Undergraduate Overload Petition Policy and Form**

Objectives:

* Raise the number of undergraduate credits which require an Overload Petition from 19 to 21
* Remove outdated or unnecessary information from the petition form
* Include new information that responds to current needs and practices

Explanation:

1. Proposed revisions derive both from data and from curricular changes. Data from the last four terms (see spreadsheet) show that students who have enrolled in 20 credits per term generally are successful students (<3.0 GPA) who successfully complete the credit load.
2. Due to the increase in 4-credit classes, students now reach 19 credits sooner than in the past. When most departments offered 3-credit classes, students could take six classes for 18 credits before needing to petition for overload. With 4-credit classes, students can only take four classes before they need the form.
3. The ‘student address’ line and ‘schedule of days’ have been removed. They no longer seemed necessary.
4. A new section for ‘Online’ course information has been added to assist advisors in determining the true weight of the proposed course-load.
5. The ‘Advisor’s Recommendation’ has been altered to read: “recommends” or “Does Not Recommend”.

A draft copy of the new Undergraduate Petition for Overload form and a copy of the current form are in a separate attachment.