



Western New Mexico University - Petition for Overload

Undergraduate Level Course Load:

The normal course load for students enrolled in the Fall or Spring semester is between 15-18 credit hours. A student carrying a load of 16 credit hours for each of eight semesters will have completed the necessary credit hours for graduation provided the student followed a specific degree plan without modification. Students who carry less than 16 credit hours for eight semesters may be ineligible for Financial Aid after the eighth semester of enrollment. Twelve credit hours is the normal load for students registering for summer school.

The responsibility for formulating and enforcing policies governing the student course load belongs to the student's advisor, Department Chair/Director/Dean and the Vice President for Academic Affairs or designee. The student's previous academic record will be taken into account when determining the course load. The advisor also determines, along with the student, the appropriate course load to carry during a given semester and indicates the total number of credit hours on the student's registration form.

A student desiring to carry a course load greater than 18 credit hours may register for additional credit hours if the previous semester's grade-point average was 3.0 (B) or above and no grades of "I" are outstanding. To carry a course load beyond the 18 credit hour course load, the student must petition for permission by completing the Petition for Overload form. The maximum course load in the summer session including interim or mini-sessions is twelve credit hours.

Registration in a one-hour Physical Education course, registration in band, orchestra, chorus, or a Natural Sciences laboratory may be carried as additional hours beyond the normal 18 credit hours in the semester or 12 in a summer term without petitioning for excess hours.

Students who have a grade of incomplete from a prior semester may be restricted to carrying a normal load less the number of incomplete credits.

Non-credit or audit courses are counted as a part of the student's load when determining tuition and requirements for overloads. Interim courses also count as part of the 18-hour course load (or twelve hours in the summer) for the semester in which they are placed.

WNMU is frequently requested to certify a student's enrollment status as to fulltime or part-time. The following guidelines are used primarily to verify enrollment for the purpose of Financial Aid eligibility and loan deferments.

Course-load guidelines:

Fall, Spring, and Summer Undergraduates

- a. Full-time: 12 or more credit hours per semester
- b. Three-quarter time: 9-11 credit hours per semester
- c. Half-time: 6-8 credit hours per semester
- d. Less than Half-time: 1-5 credit hours per semester

Graduate Level Course Load:

Course Load Limitations

A graduate student in academic good standing is limited to taking 12 credit hours during each semester of the regular academic year unless they petition for an overload and is approved by the Advisor, Department Chair, and Dean/AVPAA. During the summer semester, a graduate student in academic good standing is limited to nine credit hours unless they petition for an overload and the petition is approved by the Advisor, Department Chair, and Dean/AVPAA.

The Master of Social Work Advance Standing program has received special exception, allowing their graduate students in academic good standing to take 18 hours in the Fall and Spring terms.

The Master of Arts in Counseling program limits its students to 9 credit hours in Fall/Spring and 6 credit hours in the Summer terms. A graduate student on academic probation is limited to taking nine credit hours during each semester of the regular academic year. During the summer semester, a graduate student on academic probation is limited to six credit hours. Graduate students on academic probation may not petition for overloads.

Course Load Graduate Guidelines:

Fall and Spring Semesters

- a. Full-time: 9 or more graduate credit hours per semester
- b. Three-quarter time: 7-8 graduate credit hours per semester
- c. Half-time: 5-6 graduate credit hours per semester
- d. Less than Half-time: 1-4 graduate credit hours per semester

Summer (all sessions combined)

- a. Full-time: 6 or more graduate credit hours per semester
- b. Three-quarter time: 5 graduate credit hours per semester
- c. Half-time: 3 graduate credit hours per semester
- d. Less than Half-time: 1-2 graduate credit hours per semester

Students are responsible for understanding how schedule changes may affect tuition, fees, financial aid eligibility, academic progress, athletic eligibility, veteran's benefits, or enrollment status. Students are encouraged to consult with their academic advisor and the appropriate university offices before submitting this form.

Student Information:

Student Name:		WNMU Student ID:	
Degree/Major:		Minor:	
Term this request applies for:			
Level of degree this request applies for:			
Number of Credit Hours Currently Registered for:		Requested Number of Overload Credit Hours:	

The following information is to be completed by an academic advisor or WNMU department Representative :

Student's Cumulative GPA:		Previous Semester GPA:	
Cumulative GPA based on WNMU Total Credit Hours:			
TOTAL number of INCOMPLETE credit hours on student's transcript:			

After the student is approved for the overload, the student should be registered for the following course[s]:

	Subject Ex. MATH:	Course Ex: 111:	CRN Ex: 12345	Course Title Ex. Intro to Psychology:	Instructor Name Ex. Dr. Rawhide Mustang	Start Date of Course Ex: 01/01/2026	End Date of Course Ex; 05/30/2026
Enter Course Information:							
Professor Signature:						Date:	
Advisor Signature:						Date:	
Dean/AVPAA Signature:						Date:	
Director of GR Division Signature:						Date:	

	Subject Ex. MATH:	Course Ex: 111:	CRN Ex: 12345	Course Title Ex. Intro to Psychology:	Instructor Name Ex. Dr. Rawhide Mustang	Start Date of Course Ex: 01/01/2026	End Date of Course Ex; 05/30/2026
Enter Course Information:							
Professor Signature:						Date:	
Advisor Signature:						Date:	
Dean/AVPAA Signature:						Date:	
Director of GR Division Signature:						Date:	

Student Signature:

Student Signature:		Date:	
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RETURN the COMPLETED and SIGNED form to:

- Email: registrars@wnmu.edu; Phone: 575-538-6118
- Mail: 1000 W. College Ave., PO Box 680, Silver City, NM 88062
- Be sure to complete all REQUIRED sections with SIGNATURE and date.
- Any Petition for Overload Form that DOES NOT INCLUDE required signatures or completed required fields will be denied upon submission to registrars@wnmu.edu.