



HARVARD EXTENSION SCHOOL

Office of ALB Advising and Program Administration

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • alb@extension.harvard.edu • www.extension.harvard.edu

Course Overload Petition

ALB degree candidates who wish to enroll in more than 16 credits per semester during the Harvard Extension School (HES) academic year (Fall term and Spring term) need to complete this petition.

Eligibility

Only candidates with 3.33 or higher cumulative GPAs who have completed a minimum of 32 credits at HES and Harvard Summer School may apply. A maximum of 20 credits can be approved for Fall term or Spring term. A maximum of 12 credits can be approved for Summer Term. No overloads are approved for the January term.

Petition Deadline

Overload Petitions will be accepted until the first day of classes for the respective term. [\[Click here for "Academic Calendar"\]](#)

Procedure

1. Identify the HES courses that you hope to complete during the term in question.
2. Register for the maximum number of allowed credits. [\[Click here for "How to Register"\]](#)
 - The registration system will allow students to self-register for a maximum of 16 credits in Fall and Spring Terms.
 - The registration system will allow students to self-register the following maximums in Summer Term.
 - Two seven-week courses. (No Overloads can be considered with this combination.)
 - One 3-week course in Session I and one 3-week course in Session II.
 - To enroll in one 7-week course and one 3-week course, or two 3-week courses during the same Session, an Overload is required.
3. List the self-registered courses in the appropriate area below.
4. Once you have registered for the system-allowed maximum, an additional course can be added only by the Registrar's Office via this petition process. List the course that you want added in the appropriate area below.
5. Email this completed form to the Office of ALB Advising and Program Administration (alb@extension.harvard.edu).
6. If the Course Overload Petition is approved, and if the course remains available, Registrar's Office staff will add the course to your schedule. You will be responsible for timely payment of all relevant tuition costs. [\[Click here for "Payment Options and Policies"\]](#)
7. Once you are registered into an Overload schedule, if you remove courses from your schedule, you will not be able to re-add coursework beyond the system maximum (refer to Step 2). Please submit a new Course Overload Petition if needed.

Student Information

The semester of the course overload _____ [example: Fall 2022]

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)

HARVARD ID NUMBER (appears on your ID card)	DAYTIME PHONE NUMBER

E-MAIL ADDRESS

CUMULATIVE GPA (3.33 minimum)	TOTAL NUMBER OF HARVARD EXTENSION SCHOOL/HARVARD SUMMER SCHOOL CREDITS COMPLETED (32-credit minimum)

Employment status
Full-time Part-time Number of hours per week _____

Have you been approved for a course overload in the past? Yes No

If so, during what semester(s)? _____

Continued on next page.

Registered Courses

List the courses in which you are self-registered

CRN (REQUIRED) example: 22962	SUBJECT example: ENGL	NUMBER example: E-159	TITLE example: Prin. of Genetics	LIVE	ON-DEMAND	MEETING DAY(S) example: On-Demand example: TUE/THR	MEETING TIME example: 6:30-9:00 pm

Overload Course

You must already be registered for the system-allowed maximum in order for HES staff to add this course (refer to step #2 above)

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Please state your reasons for wanting to register for a course overload:
(Please be specific; course overloads are not automatically approved.)

Student's signature _____	Date _____
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