

Undergraduate Petition for Academic Overload or Other Registration Exceptions

Please see the Academic Catalog for full details regarding usual course loads, full-time status, etc.

Overloads (more than 18 semester hours): All students must request permission to exceed 18 semester hours. Students requesting overloads will be expected to demonstrate sound academic standing, as evidenced by their G.P.A. Therefore, students may not petition to take an overload during their first semester at Salem. Following the successful completion of one full semester, students who wish to petition for an overload should have at least a 2.67 (B-) overall Salem G.P.A. A course load of 19 to 20 semester hours requires permission of the student's faculty adviser and the Registrar or the Dean for Undergraduate Studies. Petitions for more than 20 semester hours will be considered only in the most extraordinary circumstances and require permission from the Academic Council and should be submitted to the Registrar's Office. To avoid registration delays, petitions should be submitted as part of preliminary registration for the upcoming semester.

Name:

Student ID:

Class: Senior

Junior

Sophomore

First Year

Term: Fall

Spring

Year:

Major(s):

Cum GPA:

- Total number of hours requested including overload:
- Or other petition request:

In the space below, please explain the basis for your request (attach additional sheet, if needed):

Student's Signature

Date

Faculty Adviser's Signature

Date

Registrar/Dean's Signature

Date

More than 20 semester hours approval:

Yes

No

Academic Council Chair

Date