Instructions for students who wish to petition the Dean of the Fulton School to Enroll in More Than a Normal Load

Please complete the **REQUEST TO ENROLL IN MORE THAN A NORMAL LOAD** form. Get your advisor to recommend your request, sign, and date. Be sure to list all courses you intend to take as shown in the example below:

**Ex: Course(s) desired: MUSA 100**

**Ex: Total # Cr. Hours desired: 20 credits**

<table>
<thead>
<tr>
<th>Course (e.g., PHIL 101)</th>
<th>Credit Hours</th>
<th>Course (e.g., PHIL 101)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHEC 106</td>
<td>3</td>
<td>POSC 101</td>
<td>4</td>
</tr>
<tr>
<td>POSC 110</td>
<td>4</td>
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<tr>
<td>GEOG 104</td>
<td>4</td>
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<tr>
<td>PHIL 101</td>
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</tbody>
</table>

**LIST ADDITIONAL COURSES DESIRED**

| MUSA 100 | 1 |

In order to be approved for an overload request, you must have the following:

1. **Cumulative G.P.A. of 3.0 or higher AND**
2. **Faculty or advisor endorsement required.** Faculty signature is required on the 19+ petition form. Students are encouraged to also have faculty advisors send an e-mail to the Fulton Advising Services Coordinator Jonathan Colón, jxcolon@salisbury.edu with an endorsement of potential promise in successfully completing the overload AND
3. **A summary of other personal/professional time obligations for the semester you are requesting the overload.** This would include the number of hours worked, if employed, involvement in campus activities, family obligations and more.

A combination of the following will also be considered in the approval process:

- Academic Patterns; Successful completion of 18 credits in a previous semester
- Part of the credit load is non-classroom instruction (e.g., internship, practicum, independent study)
- Needs course to graduate in the current semester
- Multiple major or minor
- Unusual personal circumstances will be reviewed on a case-by-case basis

If the request is approved, the student must sign and initial a form that expresses an understanding that (1) the student is responsible for his/her academic success and (2) taking more than a normal load may influence their academic progress. All petition decisions will be sent to the student’s Salisbury University email address. Submit all documents to the Advising Services Coordinator, Jonathan Colón in Fulton Hall 256.
Waiver Form for Credit Limit Policy

Student name: _______________________________ Student #: ___________________

Date of application: _______________________ Email: ________________________

Total credit hours requested: __________   Faculty advisor: _______________________

(Advisors may endorse: jxcolon@salisbury.edu)

Summary of the situation: _________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Student Signature: ___________________________________ Date _______________

I understand that I am responsible for my academic success.

Student initials

I understand that taking more than a normal course load may affect my academic performance.

Student initials

I have submitted a summary of my personal/professional time, obligations, and have the appropriate faculty signature on my 19+ form.

Dean’s or Dean’s Designee Decision ________ Granted ________ Denied

Dean’s or Dean’s Designee Signature ____________________________ Date _____________

Office notes: