



Salem College Undergraduate Petition for Academic Overload

All students must request permission to exceed 18 semester hours. Students requesting overloads will be expected to demonstrate sound academic standing and will be required to pay **\$450 for each additional semester hour over 18 hours**. To avoid registration delays, petitions should be submitted as part of pre-registration. Please see the Academic Catalog for full details of this policy.

- For an overload of 19 to 20 semester hours, students should have a cumulative overall Salem GPA of at least 2.67 (B-), approval of the student's faculty advisor and the Registrar or the Dean of Undergraduate Studies.
- For an overload of 21 to 22 semester hours, students should have a cumulative overall Salem GPA of at least 3.00 (B) and must petition the Undergraduate Curriculum Council with a rationale for their request and the support of their faculty advisor.
- Students in their first semester at Salem, who do not yet have a Salem GPA, may petition to the Undergraduate Curriculum Council for up to 22 semester hours with alternative evidence of sound academic standing such as endorsements from their current instructors or recent transcripts from previous higher education institutions.
- For an overload of 23 to 24 semester hours, students must have a cumulative overall Salem GPA of at least a 3.33 (B+), petition the Undergraduate Curriculum Council with a rational for their request and the support of their faculty advisor. Students may not exceed 24 semester hours.

NAME:

STUDENT ID:

CLASS: Senior

Junior

Sophomore

First Year

TERM: Fall

Spring

YEAR:

MAJOR:

CUM GPA:

TOTAL NUMBER OF HOURS REQUESTED INCLUDING OVERLOAD:

IF APPROVED, COURSE(S) YOU WANT TO ADD WITH THIS PETITION:

IN THE SPACE BELOW, PLEASE EXPLAIN THE BASIS FOR YOUR REQUEST (ATTACH ADDITIONAL SHEET, IF NEEDED):

Student Signature:

DATE:

Faculty Printed Name:

DATE:

Faculty Signature:

DATE:

Registrar/Dean Signature:

DATE:

Approval received from UCC if more than 20 semester hours: YES NO

UCC Chair Signature:

DATE: