

## 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

LIST COURSES FOR WHICH YOU ARE CURRENTLY REGISTERED			
Course (e.g., PHIL 101)	Credit Hours	Course (e.g., PHIL 101)	Credit Hours
PHEC 106	3	POSC 101	4
POSC 110	4		
GEOG 104	4		
PHIL 101	4		
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 John Anello, [jcanello@salisbury.edu](mailto:jcanello@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

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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, John Anello in Blackwell Hall 113A.

CHARLES R. AND MARTHA N. FULTON SCHOOL OF LIBERAL ARTS

**Waiver Form for Credit Limit Policy**

Student name: \_\_\_\_\_ Student #: \_\_\_\_\_

Date of application: \_\_\_\_\_ Email: \_\_\_\_\_

Total credit hours requested: \_\_\_\_\_ Faculty advisor: \_\_\_\_\_

Faculty Signature \_\_\_\_\_  
(Advisors may email endorsement: jcanello@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  
Student initials academic performance.

\_\_\_\_\_ I have submitted a summary of my personal/professional time,  
Student initials 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: