

OVERLOAD PETITION INSTRUCTIONS

Students must submit a petition to the Registrar requesting permission to take more credits than usual for a given semester. Certain restrictions and fees exist (see below and consult the current College Catalog Overload policy and Fees Page for more information).

Please follow the steps below:

1. Work with your CAPE Advisor or Faculty Advisor to complete all of the information below.
2. Approvals are required in the following cases:
 - a. Academic advisor approval is required for students with a **cumulative GPA below 3.25**.
 - If you have below a 3.25 GPA, please have your CAPE Advisor or Academic Advisor approve the petition before submitting it to the Registrar's office. Email completed form to registrar@guilford.edu or bring to the office in Hege Academic Commons.
 - b. Students **requesting over 20 credits** must be approved by the Associate Academic Dean.
 - If requesting over 20 credits, after securing signature(s) from your Advisor, bring this form to the Office of Academic and Student Affairs in Founders 210 or email to aad@guilford.edu for approval
3. Your petition will be reviewed and approved or denied; you will receive an email with directions on how to register for the overload course, or other next steps.
4. Once you are notified that your petition is approved and processed by the registrar's office, your petition is complete.
5. If your petition is denied, you should consult with your advisor to make alternate plans.

NOTE: No overload petition is required for music students taking MUS 270 courses with course fees.

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PETITION REQUEST

Date: _____ Student Name: _____

G# _____ Traditional Student CE Student ECG Student

Student cumulative GPA: _____ Student cell phone # _____

Semester for requested overload: Fall Spring Summer Year: _____

I am requesting the following type of overload:

- | |
|---|
| <input type="checkbox"/> 18 credits in a semester |
| <input type="checkbox"/> 16 total credits in summer school |

- 12 credits during the eight-week summer term
- 8 credits during a four weeks summer term

On the next page, list **all** of the courses you are requesting to take in the overload semester:

Course Prefix, number, name (e.g. ART 100, Intro to Visual Arts)	Credit hours of course	Session of course (circle one)		Approval of CAPE or Faculty Advisor (below 3.25 GPA)	Approval of Associate Academic Dean (over 20 credits requested)
		Fall/Spring	Summer 4- wk/8-week		
		Fall/Spring	Summer 4- wk/8-week		
		Fall/Spring	Summer 4- wk/8-week		
		Fall/Spring	Summer 4- wk/8-week		
		Fall/Spring	Summer 4- wk/8-week		
		Fall/Spring	Summer 4- wk/8-week		
		Fall/Spring	Summer 4- wk/8-week		
		Total credit hours for overload semester			

Review your schedule above to avoid the following restrictions on overload petitions:

1. A student's total course load includes consortium classes, and approval for taking those courses occurs separately. Any consortium courses must be identified above.
2. Students may request special consideration under certain unusual circumstances. If you have such circumstances for the Associate Academic Deans to consider, please describe those here:

Student signature

CAPE Advisor Name (print)/ signature

Academic advisor Name (print)/signature

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DO NOT WRITE BELOW THIS LINE

___ Petition approved

Associate Academic Dean signature

Date

___ Petition denied

Reason petition is denied