GRADUATE OVERLOAD REQUEST FORM FOR FALL/SPRING

Graduate Studies Office
Satterlee 117

Registration for more than 15 graduate credit hours (with the possibility of 3 additional undergraduate credits) during a fall or spring semester requires permission of your graduate advisor and the Dean of the School of Education & Professional Studies and Graduate Studies. Please consult with your advisor, complete this form and return it to Satterlee 117 for the Dean's consideration.

Student's Section: *The student must fill out this section completely and present it to his/her advisor. The student must then present the form to the Dean's office for final approval.*

Last Name	First Name	Potsdam ID #
Phone	Email	
Total Hrs. Requested	Semester/Year	Cumulative GPA ☐ Graduate ☐ Undergrad

Reason(s) overload is necessary (please be specific; attach an advisor's transcript if possible): _____

_____

_____

Advisor's Section:

After discussion with the advisee indicated above, I support _____ / I do not support _____ this credit overload request.

Advisor's Signature _____ Date _____

Comments or reasons: _____

Dean's (or designee's) Section:

☐ I hereby grant permission for the student named above to register for _____ credit hour(s).
☐ I hereby deny the overload request.

Dean's Signature _____ Date _____

Comments, reasons, or conditions: _____

_____

When completed: White – Graduate Office, Yellow – Student