

# UNDERGRADUATE OVERLOAD REQUEST FORM

SUNY Potsdam — Potsdam, NY 13676

This form is required for undergraduate students who wish to register for more than 19 hours (including P.E. experiences) in any semester. To request an overload, students must have attained sophomore status and have a minimum GPA of 3.0. Approved overload hours may be added only after the end of the initial period of registration.

## Student Section

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

\_\_\_\_\_ Last Name                      \_\_\_\_\_ First Name                      \_\_\_\_\_ Student ID #                      \_\_\_\_\_ Class Yr /  
Hrs Completed

\_\_\_\_\_ Total Hrs Requested                      \_\_\_\_\_ For Which Semester/Year                      \_\_\_\_\_ Cumulative GPA

Reason(s) overload is necessary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Advisor Section

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

\_\_\_\_\_ Advisor Signature                      \_\_\_\_\_ Date

Comments or reasons \_\_\_\_\_  
\_\_\_\_\_

## Dean (or designee's) Section

- I hereby grant permission for the student named above to register for \_\_\_\_\_ credit hours.
- I hereby deny the overload request.

\_\_\_\_\_ Dean Signature                      \_\_\_\_\_ Date

Comments or reasons \_\_\_\_\_  
\_\_\_\_\_

When completed: White – Advisor; Yellow – Dean's office; Pink – Registrar (if approved) / Student (if denied)