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 maybe 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 his/her 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 _____

_____	_____
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 over load request.

_____	_____
Dean's Signature	Date

*Comments or reasons*_____

_____