



Registrar's Office
 Miller Building, Room 203
 PO Box 2000
 Cortland, NY 13045-0900
 607-753-4702 | registrar@cortland.edu

UNDERGRADUATE STUDENTS

Credit Overload Petition

Student Name: _____ Cortland ID: _____ Overall GPA: _____

Major: _____ Semester and Year: _____ Undergraduate Graduate

List all courses by course number (i.e. BIO 110, EDU 255, HLH 509) that you are registered for or plan on taking during the semester of the credit overload. Please include a CRN if you are already registered in the course or know the planned course CRN.

CRN	Subject	Number	Section	Course Title	Credit Hours

- The current standard credit limit is 18 credit hours for undergraduates and 14 credit hours for graduates.
- If you approved for overload credits, it is understood that you may be scheduled for more than two final exams in one day.
- If coursework will exceed 21 credit hours, the application shall be reviewed by the Associate Provost for Academic Affairs.

Will you also be taking courses at another institution? Yes No

If "yes," list the courses and the institution below. Please complete the cross-registration application when attending another SUNY.

Student Signature: _____ Date: _____

Factors considered for approval of credit overload may include: having a GPA above 3.0, having no pattern of course withdrawals, and your prior semester GPA in a term or terms where you have attempted more than 15 credit hours.

Advisor and Associate Dean Notes or Reasons for Approval/Disapproval:

Advisor Approval: _____ Date: _____

Associate Dean Approval: _____ Date: _____

Total number of registration credits (including registration at other institutions) approved: _____