



Student Registration and Record Services  
 223 Miller Building  
 PO Box 2000  
 Cortland, NY 13045-0900  
 607-753-4702 | srrs@corland.edu

## UNDERGRADUATE STUDENTS Credit Overload Petition

Student Name: \_\_\_\_\_ Cortland ID: \_\_\_\_\_

Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_ Semester of Overload: \_\_\_\_\_

Class Year:  Freshman  Sophomore  Junior  Senior  Graduate Level (Master's Degree, CAS)

Reason for Request: \_\_\_\_\_

List all courses by course number (e.g. 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. All signatures must be obtained prior to this form being submitted to Student Registration and Record Services.

CRN	Subject	Number	Section	Course Title	Credit Hours
Total Credit Hours					

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

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

If "yes," list the course(s) and the institution(s): \_\_\_\_\_

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 credits (including registration at other institutions) approved by the Associate Dean:** \_\_\_\_\_