AUTHORIZATION TO REGISTER FOR CREDIT HOUR OVERLOAD

SUNY Plattsburgh

POLICY

Undergraduate students may enroll for a maximum of 18 credit hours during the fall and spring semesters and a maximum of six credit hours for a regular five-week summer or winter session. To take 19-23 credits per semester (or 16-18 in all sessions of one summer or 8-9 credits in a winter session), students must have a 3.0 cumulative GPA and file with the Registrar's Office an *Authorization to Register for Credit Hour Overload* form that has been approved by the student's advisor, chairperson, and dean of their primary major. A minimum cumulative GPA of 3.5 is required in order to apply for Authorization to take over 23 credits in a spring or fall, over 18 credits in all sessions of one summer, or over 9 credits in winter session.

Graduate students may enroll for a maximum of 15 credit hours during the fall and spring semesters and a maximum of six credit hours for a regular five-week summer or winter session. Permission to exceed this limit must be obtained from the student's advisor and department chairperson. Student should have at least a 3.0 cumulative GPA before permission to register for an overload is granted. An approved *Authorization to Register for Credit Hour Overload* form must be on file at the Registrar's Office.

REQUEST

_____ _____

Student's Name – Print last name, first name Student's NetID

_____ _____ _____

Local Address Email Address Local or Cell Phone No.

Undergraduate_____ Graduate_____ Major(s)_____

The following is my complete academic schedule during_____

Fall/Spring/Summer - Year

Course Subject/Number	Course Title	Credits
	TOTAL	

Cumulative GPA is _____ as of _____ (date) (Attach a copy of your academic transcript.)

Reason for overload (must be completed):

Student's Signature:_____ Date:_____

REQUIRED SIGNATURES

Yes _____ No _____ Academic Advisor:_____ Date:_____

Yes _____ No _____ Department Chairperson:_____ Date:_____

Yes _____ No _____ Dean:_____ Date:_____

Distribution: Advisor, Chairperson, Dean, Registrar (original) VPAA – 6/2009