

**STATE UNIVERSITY OF NEW YORK/COLLEGE AT OLD WESTBURY  
OFFICE OF THE REGISTRAR: COURSE OVERLOAD PETITION**

**Directions:**

1. Fill out and sign this form.
2. Have your adviser sign this form.
3. Have the chair of your program sign this form.
4. Bring this form to the Registrar's Office (Campus Center, I-102).

**Notes:**

1. Students may not register for more than 18 credits unless they present this form completely filled out and signed.
2. Students on probation may not register for more than 18 credits under any circumstances.
3. Minimum full-time course load = 12 credits. Normal full-time course load = 16 credits.
4. Students must have fulfilled the reading and writing proficiency requirements before requesting course overload.
5. Listing courses on this form does not, by itself, ensure registration in the courses wanted. Students must follow the regular registration procedures and/or ADD/DROP procedures to enroll in the courses of their choice.
6. A petition to register for 21 or more academic credits must be approved by Academic Affairs. Undeclared majors must have the approval of the Director of the Center for Academic Advising and Testing.

**SEMESTER:** \_\_\_\_\_

**Students Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_  
(last name) (first name)

**Advisors Name:** \_\_\_\_\_

I request to take a course overload for the following reason(s): \_\_\_\_\_

I am registering for the following basic credits:

CRN#	Course Title:	Credits:

In addition, I wish to register for the following:

CRN#	Course Title:	Credits:
	<i>Total Credits:</i>	

**Signatures:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adviser:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chair approval for \_\_\_\_\_ number of credits.  
maximum

*For course overloads of 21 or more credits:*

Office of Academic Affairs: \_\_\_\_\_ **Date:** \_\_\_\_\_

Academic Affairs approval for \_\_\_\_\_ number of credits.  
maximum