



UNDERGRADUATE OVERLOAD REQUEST

Student Name *(Please print)*: _____ Student ID: _____

Please read carefully before signing. Complete the top portion of this form and bring it to the Office of the Registrar for GPA Verification.

Full time students taking more than 17 credits during a Fall or Spring Semester are assessed a per credit overload fee. See the Time & Room Schedule for details for overload fees (subject to change).

I wish to take a total of _____ credits during the _____ of _____ Semester Year

I understand that I am responsible for this additional tuition, subject to the overload policy of the university and that by signing below authorizes the university to make those charges.

Student Signature

Date

Student Account Services Office Approval Signature (Required)

Date

Registrar's Office Use Only

Cumulative Grade Point Average:* _____

Overload Credits: _____

Verified by: _____

Registrar's Office Signature Date

* First year students who do not have a PSU GPA, must obtain approval signatures from both their Academic Advisor and the AVP for UGS.

If your cumulative grade point average is under **2.33**, or if you are requesting more than **four** overload credits, you must secure the approval of your Advisor and the Associate Vice President for Undergraduate Studies.

Secure all signatures that may be required and present this form when you register for your overload.

Academic Advisor:

Approve

Disapprove

Comments: _____

Signature

Date

Assoc. Vice President for Undergraduate Studies:

Approve

Disapprove

Comments: _____

Signature

Date