



## Petition to Take a Credit Overload (More than 20 credits) in One Semester

Completed petition must have a completed add/drop slip (to add courses that result in more than 20 credits) attached and all forms should be e-mailed to [eng\\_registrar@cornell.edu](mailto:eng_registrar@cornell.edu) or returned to the Engineering Registrar's Office at 170 Rhodes Hall.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

NetID: \_\_\_\_\_ ID# (7-digit): \_\_\_\_\_

Major: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Current CUM GPA: \_\_\_\_\_ Previous semester GPA: \_\_\_\_\_

Highest number of credits you have previously passed in a semester: \_\_\_\_\_ Expected degree date (mo/yr): \_\_\_\_\_

☐ If you have been admitted as an early MEng check here.

**Below is/are the course(s) I will add to exceed the credit limit:**

Course #1: \_\_\_\_\_ Course #2: \_\_\_\_\_

Course #3: \_\_\_\_\_

**Reason(s) for overload (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Adding an AEW or similar academic support course      | <input type="checkbox"/> Overage required to meet graduation requirements |
| <input type="checkbox"/> Adding PE   | <input type="checkbox"/> Overage required to be eligible for M.Eng.       |
| <input type="checkbox"/> Adding a project team or research course or TA course | <input type="checkbox"/> Other  |

*Note: overloads will not be approved for schedules that include multiples or combinations of these courses*

**For other, please detail why the overload is requested:**

**Taking 20 credits is approximately 60 hours of work per week; however, this load is variable and typically heavier during prelim and exam periods. Detail how you will manage your workload, particularly during prelims and exams.**

**Disclaimer:**

My signature on this form indicates that I have discussed my petition to take more than 20 credits in a single semester with my faculty advisor (faculty advisor signature required on petition).

I understand that taking more than 20 credits in a single semester is not recommended, even for students who have a history of superior academic performance.

I acknowledge that it may be necessary to drop one or more courses before the University drop deadline and understand that no special consideration will be given to me regarding dropping courses after the deadline. I agree to review Important Dates and Deadlines on the Engineering Registrar website.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Advisor Statement:** Briefly detail any information that the college should consider in making a decision on this petition.

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(I affirm that I have discussed this request with the student.)

**College Action (For Registrar/Advising Office Use Only):**

\_\_\_\_\_ Request Approved      \_\_\_\_\_ Request Denied

**Comments:**

Office Signature \_\_\_\_\_ Date \_\_\_\_\_

**Course Drop and Add Form**  
**Cornell University, Ithaca, NY 14853**

Cornell ID Number      Semester      Year

**Name**

Last      First      Middle

**Courses to be Dropped**

Class Number      Course Subject/Catalog No.      Dept Approval

**Courses to be Added**

Class Number      Course Subject/Catalog No.      Units (if VAR)      Grade Option      Dept Approval

**Changes to Grade Option or Units**

Class Number      Course Subject/Catalog No.      Units (if VAR)      Grade Option      Dept Approval

Student's Signature      Date      Program

Advisor's Approval (if required)      Processed by      Date