REQUEST FOR EXCESS UNITS – GRADUATE STUDENT

Name _____________________________________________  Student ID No.  __________________________
Address ___________________________________________   Phone No.         __________________________

Degree Program ____________________________________________________________________________

I wish to register for ____ units for :
☐ Spring Semester 20  ☐ Fall Semester 20
☐ Summer Semester 20

Reason for Request:
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________
___________________________________________________________________________________________________

_________________________________________________________           _____________________________________
Student Signature                                                                                             Date

Policy/ Procedures Statement
The maximum study load for a student working toward a master’s degree is 12 units per semester. In exceptional cases, however, a student may take more units with the approval of the graduate program adviser. Student must provide a typed statement when submitting this form.

Factors to consider when planning a study program involving excess units include time spent in employment or commuting, the nature of the academic program, extracurricular activities, and possible health considerations.

Requests are to be signed by the student’s graduate program adviser and SUBMITTED TO RECORDS AND REGISTRATION (LH-114), on the first day of the approved semester or term.

Graduate Program Adviser for area of study:
☐ Request Approved
☐ Request Denied/Reason: ____________________________________________________________

Signed _________________________________________________  Date _______________________________________

Graduate Program Adviser for Area of Study

Rev. 03/08/18 CB