SPRING or FALL
REQUEST FOR EXCESS UNITS – (more than 18 units)
UNDERGRADUATES

Name ___________________________ Student ID Number _________________________
Street ___________________________ Telephone (___ ) _______________
City, State, Zip Code ___________________________ Major _____________ Class Level _________

Student:
I wish to register for a total of _________ units in the ____________ Semester 20___________.

My cumulative grade-point average (GPA) is _______. (Refer to your TITAN Online account for GPA).

Reason for Request:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Policy:
An undergraduate student’s request to enroll for more than 18 units must be approved by the student’s adviser and the department chair of the major. If the request is denied, an appeal may be made to the appropriate school dean. (Undeclared majors must receive the approval of the Associate Director of Academic Advisement.) Request forms may be obtained from Registration & Records (LH-114). In general, only students with strong academic records, not on Probation, are allowed to enroll for more than the maximum. Once you have collected the signatures, please return the forms to LH-114 or to the email address in the box on top of the page.

Student Signature_________________________________________ Date:________________________

Advisor and Department: Both Signatures are required and boxes must be checked for approval or denial.

□ Approved  □ Denied  Date___________
Signature of Advisor

□ Approved  □ Denied  Date___________
Signature of Department Chair