FALL, SPRING, WINTER TERM, SUMMER SESSION, OR MAY INTERSESSION
PETITION FOR EXCEPTION TO POLICY ON MAXIMUM UNIT LOAD

Information: The maximum unit load for Fall/Spring terms is 18 units. The maximum unit load for the Winter term and May Inter session is 4 units. The maximum unit load for Summer Session is 13 units. An exception to the unit limit will be granted only if there is both demonstrated need for the overload (usually to avoid undue delay in graduation) and demonstrated ability to succeed in a heavy load. A minimum 3.0 GPA is usually required.

To request an exception to the maximum unit load, complete this form and attach a letter explaining why the overload is necessary for you to complete your degree. Submit your approved petition to the College of Continuing and Professional Education.

Student Name: (Last, First, Middle) ______________________________ Student ID: ______________________________

Telephone No.: ( ) __________________________________ Email: ______________________________________

Major: ____________________________________________ Class Standing (circle one): Fr So Jr Sr Grad

Term: __________________________ Year: ______

List ALL courses planned for the term:

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Total Units Requested: _______________________

Hours Per Week of Employment: ______________________

List any courses you plan to take at other colleges or universities during the term, with units and dates.

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

This is to certify that I have earned a cumulative GPA of ______

Student’s Signature: __________________________________________________________________________ Date: ____________________

Approved: (Advisor, Dept. Chair, or Academic Advising) __________________________________________ Date: ____________________

Approved: (Associate Dean) __________________________________________ Date: ____________________