

Petition for Exception to Policy on Maximum Unit Load

The maximum unit load for Fall/Spring semesters is 18 units. The maximum unit load for the Winter sessions and May Intersession is 4 units. The maximum unit load for Summer Sessions 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 Professional and International Education.

Student Name: (Last, First, Middle) _____ **Student ID:** _____

Telephone No.: () _____ **Email:** _____ **Major:** _____

Class Standing (circle one): Fr So Jr Sr Grad **Term:** _____ **Year:** _____

Total Units Requested: _____ **Hours Per Week of Employment:** _____ **This is to certify that I have earned a cumulative GPA of** _____

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

List ALL courses planned for the term:

Course	Units	Course	Units

Student's Signature: _____ **Date:** _____

Approved: (Advisor, Dept. Chair, or Academic Advising) _____ **Date:** _____

Approved: (Associate Dean) _____ **Date:** _____