



EXCESS UNIT FORM
Undergraduate and Credential

Admissions, Records & Evaluations

(559) 278-2191

PLEASE PRINT

Name Last First Maiden or Middle Date

Address Number and Street Phone # ()

ID #

Semester Year Total Number of Units this semester (including excess units)

Are you attending another college or university concurrently? Yes No If yes, how many units GPA: (Cumulative)

Student Signature Date

An undergraduate student who does not have the necessary grade point average to qualify for enrollment in excess units (2.5 for 19 units, 3.0 for 20-22 units) must secure approval during the first two weeks of instruction. CBE (credit by examination) units, audit units, or UDWE (Upper Division Writing Exam) do not count toward your total units.

If your grade point average does not qualify you for enrollment in 19-22 units you should follow the procedure listed below:

- 1. Go to the department chairperson of your major. Undeclared majors please go to the Office of Advising Services, Joyal Admin. Bldg., Room 224. Secure the chairperson's permission and turn this form in to Admissions, Records, and Evaluations, Joyal Admin. Bldg., North Lobby.
2. An absolute limit of 22 units is enforced. If you wish to take more than 22 units, you may discuss this with the Dean of the School of your major. The Dean is the only person who can make an exception to the 22 unit limit. If permission is secured, turn this form in to Joyal Admin. Bldg., North Lobby.

Approved: Department Chairperson's Name Chairperson's Signature Date

School/College (If over 22 units) Dean or Designee's Name Dean or Designee's Signature Date

Overload Justification:

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A credential student wishing to take in excess of 16 units requires the signature of their credential advisor.

Approved: Department Credential Advisor's Name Credential Advisor's Signature Date