



EXCESS UNIT FORM

Admissions, Records, & Evaluations

(559) 278-2261

PLEASE PRINT

Name _____ ID # _____
Last First Maiden or Middle

Address _____ Phone # () _____
Number and Street
City, State, & ZIP

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

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 by the end of the second week 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. Building, Room 224. Secure the chairperson's permission and turn this form in to the Admissions and Records Service Windows, Joyal Administration Building, 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 the Admissions and Records Service Windows, Joyal Administration Building, 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** or a **post-baccalaureate student seeking a second baccalaureate degree** wishing to enroll in excess units requires the signature of their program/major advisor.

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