

*Office of Graduate Studies*

McCarthy Hall 103

(714) 278-2618

REQUEST FOR EXCESS UNITS - GRADUATE STUDENT

Name Student ID No.

Address

Degree Program

I wish to register for units for:

Spring Semester 20

Fall Semester 20

Reason for this request:

Signed Date

Request Approved.

Request Denied/Reason:

Signed Date

*Graduate Program Adviser*

Revised 10/19/04

**Policy/Procedures Statement**

The maximum study load for a student working toward a master's degree is 12 units per semester. In exceptional cases, however, a student may take more units with the approval of the graduate program adviser.

Factors to consider when planning a study program involving excess units include time spent in employment or commuting, the nature of the academic program, extracurricular activities, and possible health considerations.

**Requests are to be signed by the student's graduate program adviser and submitted to the Admissions and Records (LH-114), *on the first day of the approved semester or term.***