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 ____________________

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.

☐ Request Approved.

☐ Request Denied/Reason: ___________________________________________

Signed ________________________________ Date ____________________

Graduate Program Adviser

Revised 10/19/04