

PLEASE PRINT

Name: _____ ID #: _____
Last First Maiden or Middle

E-mail Address: _____ Phone Number: _____

Semester: _____ Year: _____ GPA: _____ Total Number of Units This Semester: _____
(Cumulative) (including excess units)

Declared Major(s): _____

Briefly explain your justification for the overload: _____

Student Signature _____ Date _____

Undergraduate Students

If you do 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) you must follow the procedure listed below. CBE (credit by examination) units, audit units, or UDWE (Upper Division Writing Exam) do not count toward your total units.

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 signature and turn this form in to Admissions, Records, and Evaluations, Joyal Admin. Bldg., North Lobby **by the end of the second week of instruction**. Signature indicates verification of justification by the department chair.

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

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/College of your major and the Dean of Undergraduate Studies. If permission is secured, turn this form in to the Admissions and Records Service Windows, Joyal Administration Building, North Lobby.

Approved: _____
School/College Dean or Designee's Name Dean or Designee's Signature Date

Approved: _____
Dean of Undergraduate Studies (Library, 4TH Floor, Room 4160) Date

Credential / Post-Baccalaureate Students

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