



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 Request: Summer Semester 20

Student Signature _____

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. **Student must provide a typed statement when submitting this form.**

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).

Graduate Program Adviser:

Request Approved.

Request Denied/Reason: _____

Signed _____ Date _____

Graduate Program Adviser