

# GRADUATE STUDENT PETITION FOR ACADEMIC OVERLOAD

**Note: Undergraduate, Credential, 2<sup>nd</sup> Bachelors and Post-baccalaureate Students not accepted into a Graduate (Master's degree) program must complete an Academic Overload petition in the Registrar's Office, Joyal Administration Building, Room 106**

### Instructions to Graduate (Master's degree) Students:

1. To enroll in 17-21 units, demonstrate a cumulative GPA of 3.0 or better.
2. Complete the information as requested.
3. Submit the form to your Graduate Degree Program Coordinator for his/her signature.
4. Return the completed form to the Division of Graduate Studies, Frank W. Thomas Building, Room 132 (Mail Stop TA 51).

**Note: Approval processing time is 1-2 days. You will be notified by e-mail when your petition has been approved. You must add the additional units yourself on-line.**

**NAME** \_\_\_\_\_  
Last First Middle

**ID#** \_\_\_\_\_ **PHONE** \_\_\_\_\_ **SEMESTER** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

I hereby request permission to register for a total of \_\_\_\_\_ units. My desired program of courses this semester is as follows:

COURSE & COURSE #	UNITS	COURSE & COURSE #	UNITS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My reason for this request is as follows:

**Date** \_\_\_\_\_ **Student's Signature** \_\_\_\_\_

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### For Faculty Use:

**Departmental Recommendation:** Based upon the information supplied by this student, I recommend that he/she be permitted to enroll for a maximum of \_\_\_\_\_ units.

**Date** \_\_\_\_\_ **Graduate Coordinator's Signature** \_\_\_\_\_

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### For Graduate Division Only

**Student's GPA** \_\_\_\_\_ **Student's Status:** Cond. Class. \_\_\_\_\_ Class \_\_\_\_\_ Advanced \_\_\_\_\_

**Action Taken:** Approved (Date) \_\_\_\_\_ Initials \_\_\_\_\_ Denied (Date) \_\_\_\_\_ Initials \_\_\_\_\_

**Term activation** \_\_\_\_\_