**GRADUATE STUDENT PETITION FOR ACADEMIC OVERLOAD**

**Note: Undergraduate, Credential, 2nd 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 Research and Graduate Studies, Frank W. Thomas Building, Room 130 (Mail Stop TA 51).

**Note: 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Graduate Division Only**

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

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

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

Revised 11/03/16 RE