

Additional Unit Authorization

Policy on Undergraduate Unit Load Limitation (SP14-17)

An undergraduate student in good academic standing may enroll in up to 18 units without advisor approval. Students who wish to enroll in 18 or more units must obtain written approval from the chair or faculty advisor in the student's declared major, or written approval from an academic advisor if the student has not yet declared a major. Undergraduate students on academic probation may enroll in up to 14 units without advisor approval. Students on academic probation who wish to enroll in more than 14 units are required to have an academic advisor or program chair's written approval.

Note: If you are taking primarily general education courses, please seek academic advisor approval. If you are taking primarily major courses, please seek program chair approval. A proposed class schedule must be attached to this form prior to obtaining signatures. Bring the completed form to the Enrollment Center, Sage Hall, for processing.

Name: _____ Student ID: _____

Student Dolphin Email: _____ Phone Number: _____

Major: _____ Class Level: _____

CI Campus GPA*: _____ Cumulative GPA*: _____ Major GPA*: _____ Semester: _____

**GPA information can be found in the "Current Academic Summary" section of your CI Academic Requirements Report in myCI - CI Records*

Student's Signature: _____ Date: _____

Total Number of Units Requested: _____

Program Chair/ Academic Advisor's Signature: _____ Date: _____

Program Chair/ Academic Advisor's Name (Print): _____

Administrative Use Only – Records & Registration

Processed by: _____ PS Update: _____ Student Notification: _____