

## Additional Unit Authorization

### Policy on Undergraduate Unit Load Limitation

An undergraduate student in good academic standing may enroll in up to 18 units without advisor approval. Students who wish to enroll in more than 18 units are required to have 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, written approval from an academic advisor is required. 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'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/advisor 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: \_\_\_\_\_