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: ______________________

Revised 08/20/2018