



# PETITION TO TAKE EXTRA UNITS

**Who is this form for?** This form is to be used by students requesting to register for more than the maximum units set for the term. Please read criteria below.

Complete this form and take it to your MAJOR Department Chair and the Dean of your School for signature (if UNDECLARED, take to your Advisor and the Director of Advising). **Submit the approved form to Admissions and Records BEFORE THE END OF ADD/DROP.**

*Please write clearly*

Name \_\_\_\_\_ SSU ID# \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

SSU E-mail \_\_\_\_\_@sonoma.edu Phone: \_\_\_\_\_

Cum. Units Completed \_\_\_\_\_ Cum. GPA \_\_\_\_\_ Major \_\_\_\_\_

Are you a senior who has applied to graduate ?  Yes  No  
If so, which term & year:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer \_\_\_\_\_

Please indicate the course you wish to add that will take you over units:

Course Title: \_\_\_\_\_ Course Registration Number (4-digit) \_\_\_\_\_

Course number \_\_\_\_\_ Units \_\_\_\_\_

**TOTAL UNITS REQUESTED: [ \_\_\_\_\_ ]  
FOR THE SEMESTER**

**DETAILED EXPLANATION FOR REQUEST MUST BE STATED:** (use reverse side or attach letter)  
Petitions without explanations will be returned to the student.

**Important Information!!! Please Read!!**

Approvals will be *considered* in part on the following criteria:

- Seniors who have applied to graduate; or
- Students with serious, extenuating circumstances, which must be explained above.
- The maximum of 23 units remains in force.

If your petition is **approved**, your unit limit will be adjusted within 3 working days. If approved, you can go to your Student Center and see the units:

**Under ACADEMICS, click on Enroll, then click the Term Information Tab and look under Term Enrollment Limits**

*Note: You will not receive any other notification from A&R*

If your petition is **denied**, you will be sent an email notifying you of the denial.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Major Department Chair Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Your School Dean Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\*Note: If Undeclared, please obtain Chair signature from your Advisor and Dean signature from the Director of Advising)

A&R Approval \_\_\_\_\_ Date \_\_\_\_\_