

PETITION TO COMPLETE EXCESS UNITS

POLICY STATEMENT, GUIDELINES AND PETITION FOR ENROLLMENT BEYOND 200 UNITS

The College of Agricultural and Environmental Sciences has adopted the following policies:

1. Students who exceed 200 units must submit a quarter-by-quarter graduation plan. A hold will be placed on the student's registration until this petition is submitted to the Dean's Office. The unit limit in the College of Agricultural and Environmental Sciences is 225 units. The hold, however, is placed after completion of 200 units to warn students who are approaching the limit and allow them enough time to complete their requirements.
2. After the accumulation of 225 units, continuation beyond twelve quarters is allowed only with the permission of the Dean. Such permission is rarely granted, and then typically only to allow completion of minimum degree requirements and not requirements for a second major, change of major, or a minor. Requests for exception are considered on an individual basis.
3. Students in good standing will be permitted a minimum of 12 quarters of college enrollment (including transfer work). These students must still submit a petition once they exceed 200 units.
4. Although Advanced Placement units earned during high school will not be considered when the petition is evaluated, students who exceed 200 units due to Advanced Placement units must still submit a petition.
5. Second Baccalaureate candidates must follow the study plan submitted at the time of admission. These students must still submit a petition once they exceed 200 units.

IMPORTANT: Requests for extensions simply to improve grades or to accumulate additional courses, majors or minor(s) are not permitted, even if improved grades are needed for admission to graduate or professional school.



PETITION TO COMPLETE EXCESS UNITS

Name: _____ ID Number: _____
(Print) Last First MI

Address: _____ Date: _____
Number & Street City State Zip

Phone: _____ Email: _____ Major: _____

Quarter you plan to graduate	
Total units you plan to complete	
Advanced Placement units	

State your objectives clearly: _____

List desired courses, units and code in the quarter in which they will be taken.

**Must indicate need for each course listed using the following codes:*

<i>MA</i> = major	<i>UC</i> = university or college	<i>MI</i> = minor	<i>GE</i> = general education	<i>E</i> = elective
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If additional space is needed, attach a separate sheet.

Current Quarter: _____			Quarter: _____			Quarter: _____		
	Units	*Code		Units	*Code		Units	*Code
Total Units:			Total Units:			Total Units:		

I will satisfy all requirements within the number of units shown.

Student's Signature Date

Adviser Comments: _____

Adviser's Signature Date

FOR DEAN'S OFFICE USE ONLY

ACTION: Approved Denied Pending

Comments: _____

Dean's Signature Date

CC: Student Adviser Holds List