



PETITION TO TAKE EXTRA UNITS

Who is this form for? This form is to be used by students requesting to register for extra units. 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.**

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 Spring or Summer 2012 Yes No

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: (or attach letter)

Important Information!!! Please Read!!

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

- Seniors who have applied to graduate in Fall 2012; 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 and an email will be sent to your SSU email account. You will then be responsible for adding the course. If your petition is denied, you will be sent an email notifying you of the denial.

Student Signature _____

Date _____

Your Major Department Chair Signature: _____
(If Undeclared, your Advisor's Signature)

Date: _____

Your School Dean Signature _____
(If Undeclared, Director of Advising Signature)

Date _____