Instructions - UGRD

- Below are the Fall 2019 unit caps for undergraduate students. These caps will automatically update at the beginning of each registration cycle. There is no need to petition if these caps are sufficient for your schedule.
  Early Registration beginning April 29th: 18 units
  Open Registration beginning August 12th: 18 units

- Use this petition if you are an undergraduate student with a minimum 2.75 cumulative GPA and need a unit cap greater than 18 units beginning August 12th.

- Petitions must be signed by your major advisor, department chair, and college dean. Bring completed and signed petitions to the Student Services Center in Lassen 1000 no later than Friday, September 6th.

- A Sac State Message will be sent to your account within 3 business days notifying you of the Registrar’s Office decision. Approval of courses on this petition does not add you into the courses. You must register in all courses in the usual manner.
FALL 2019 UNDERGRADUATE STUDENT PETITION TO CARRY IN EXCESS OF 18 UNITS

Continuing undergraduate students who wish to enroll in more than 18 units must establish their need for an exception, and must have a cumulative grade point average of 2.75 or better at the time of submitting this petition.

Petitions require the signature of the student's major advisor, department chairperson, and college dean. Submit approved petitions to the Student Services Center, Lassen Hall 1000.

The deadline to submit this petition is Friday, September 6th.

NOTE: Approval of courses on this petition does not add you into the courses. You must register in all courses in the usual manner. You will be notified of the University’s decision via MySacState Message.

THIS FORM IS FILLABLE USING ADOBE ACROBAT. USE BLUE OR BLACK INK ONLY. NO PENCIL.

NAME: ____________________________  LAST FIRST MI  STUDENT ID NUMBER: ____________________________
CONTACT PHONE #: ____________________________  MAJOR: ____________________________
SEMESTER: ☑ FALL  CUM. GPA: _______ _______ 2019 LAST SEMESTER GPA: _______ _______
[ ] SPRING OVERALL UNITS COMPLETED TO DATE: ____________________________
[ ] SUMMER CONTACT EMAIL: ____________________________

HAVE YOU APPLIED TO GRADUATE: ☐ YES ☐ NO
EXPECTED TERM OF GRADUATION: ____________________________

LIST ALL COURSES AND UNITS to be attempted (at Sacramento State and other institutions):

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TOTAL UNIT CAP REQUESTED: _____

REASON FOR REQUEST: (Explain your need and ability to attempt an overload)

I have read and understand the instruction sheet attached.
Student’s Signature: ____________________________ Date: ____________________________

I recommend this student enroll in _________ total units.
Advisor’s signature ____________________________ Date: ____________________________
Department Chair’s signature ____________________________ Date: ____________________________
Dean’s signature ____________________________ Date: ____________________________
University Approval ____________________________ Date: ____________________________