

REQUEST FOR EXCESS UNITS

Name _____ CWID _____
Phone (_____) _____ Email _____
Potential Major or Academic Goal _____ Class level (if applicable) _____

Policy

A student, whose academic record justifies a study list of more than 4 units in Winter or more than the unit limits established for the varying sessions of Summer, must request approval. In general, only students with superior academic records are allowed to enroll in excess units. In addition, the need to enroll for additional units must be established. Factors such as time spent in employment or commuting, the nature of the academic program, extracurricular activities and the student's health should be considered in planning a study program.

Open University @ CSUF (guest enrollment option for non-admitted students)

Step 1: [Enroll](#) in courses up to the term unit limit, when the enrollment appointment opens. (See [FAQ](#) for unit limits by term).

Step 2: Complete the Request for Excess Units form and email ouadvising@fullerton.edu for OU advisor approval. Include the reason for your request and supporting documentation, as needed.

Step 3: If approved, email form to University Extension Student Services at eipconnect@fullerton.edu to process and enroll you into the excess unit course(s). Confirmation of enrollment will be emailed with steps to process payment in the Financial Account tile within the CSUF Portal.

Enrolled in: _____ Session: _____ Class No: _____ Units: _____
Enrolled in: _____ Session: _____ Class No: _____ Units: _____
Requesting: _____ Session: _____ Class No: _____ Units: _____
Requesting: _____ Session: _____ Class No: _____ Units: _____

Cumulative GPA _____ (If your GPA includes transcripts from a college/university other than CSUF, please include an unofficial copy to this form.)

Reason for request:

Student Signature _____ Date _____

Approval signature is required and the box must be checked for approval or denial.

Comments:

Print Open University Advisor Name _____

Signature of Advisor _____ Date _____

Approved Denied