



PETITION TO ENROLL IN EXCESS UNITS

Staff Intake Initials: _____

TERM: FALL SPRING WINTER SUMMER

DATE SUBMITTED: _____

Under LACCD guidelines, students are allowed to register district-wide a maximum of:

- ▶ **19 units in the fall/spring semester**
- ▶ **9 units in the winter/summer session**

LACC students who wish to add additional units must meet the following requirements to receive approval from the counseling department:

1. Completion of at least 12 semester units of college coursework & minimum cumulative GPA 3.0
2. If a majority of coursework has been completed outside of LACCD, unofficial transcripts from ALL institutions attended must be submitted with the petition.

A request for the **exception** to the minimum 3.0 GPA may be considered if the student:

- ▶ Has recent coursework that demonstrates academic performance above 3.0 GPA
- ▶ Provides a specific reason or extenuating circumstances for requesting the exception
- ▶ The additional courses/units are needed in order to fulfill degree, certificate and/or transfer requirements by the end of the term or academic year.

Student Name: _____ **Student ID #:** _____

DOB: _____ **Phone #:** (____) _____ **Email:** _____

I am currently enrolled in: _____ units I am petitioning to enroll in a total of: _____ units

REASON FOR UNIT OVERLOAD:

- I need the courses/units to qualify for an AA Degree or certificate by the end of the term or academic year
- I need the courses/units to meet transfer requirements by the end of the term or academic year
- Course is only offered once per year or every other year
- I need the course to complete math, English and/or science course sequence to transfer
- Other (Please specify reason on back page or as a separate attachment)

If permission is granted, I will be enrolled in the following courses (List ALL courses):

Course Title	Units	Course Title	Units

***Student Signature:** _____ **Date:** _____

OFFICE USE ONLY

GPA: _____	APPROVED	DENIED	
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Counselor Signature: _____ Date: _____

Comments: _____