

Petition to Enroll Beyond the Maximum Number of Units

Directions: Complete this form with a counselor and submit it to the Office of Admissions and Records. Please print clearly. Incomplete forms will not be reviewed. This form is used for Fall, Spring and Summer terms.

Name: _____ ID#: G _____
Last name First name

Full Address: _____
Street City State Zip Code

Telephone: (_____) _____ Email: _____

Total units requested _____ for _____
Term Year

List all of the course in which you want to enroll:

Students should be cautious of the number of units they enroll in each term and not underestimate the time required for college studies; enrolling in too many units often jeopardizes chances of completing courses. Academic standing is based on a cumulative grade point average **and** the percentage of units completed each term. Students must carefully consider the number of hours they plan to work and their overall grade point average prior to making this request.

The following guidelines are used to review and approve petitions.

Fall & Spring (More than 19 units)

Work hours/Units:

- Not Working = 15-19 units
- 10 hours = 12-15 units
- 20 hours = 9-12 units
- 30 hours = 6-9 units
- 40 hours = 1-6 units

Summer (More than 11 units)

Work hours/Units:

- Not Working = 1-11 units
- 10 hours = 1-6 units
- 20 hours = 1-4 units
- 30 hours = 1-3 units
- 40 hours = 1-3 units

Minimum Grade Point Average

- 17-19 units = 2.5 GPA
- 20-21 units = 3.0 GPA
- 22+ units = 3.75 GPA

Minimum Grade Point Average

- 6-8 units = 2.5 GPA
- 9-10 units = 3.0 GPA
- 11+ units = 3.75 GPA

How many hours do you plan to work during the term? _____ What is your GPA? _____

Number of semesters you have completed at Cañada College? _____ (over max units is not approved your first semester)

Do you plan to compete in intercollegiate athletics this term? _____

List the reasons you want to enroll in more than the allowed number of units?

Student Signature: _____ Date: _____

Counselor's comments:

Student GPA _____ Has a current SEP? _____

_____ I approve a total of _____ units for the _____

_____ I do not support enrollment of units over the maximum number _____
Term Year

Counselor signature: _____ Date: _____

If a counselor denies the request, you may appeal to the Dean of Counseling (Building 9, Room 135). **APPEAL:**

APPROVE _____ UNITS LIMIT UNITS TO _____

Dean of Counseling Services: _____ Date: _____