



# PETITION TO ENROLL IN EXCESS UNITS

TERM:  FALL  SPRING  WINTER  SUMMER

DATE SUBMITTED: \_\_\_\_\_

Per LACCD guidelines, students are allowed to register district wide in a maximum of:

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

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 order to fulfill degree, certificate and/or transfer requirements by the end of the term or academic year.

**Submit completed form to the General Counseling email [CnselDsk@wlaac.edu](mailto:CnselDsk@wlaac.edu) at start of academic term/session. Approved petitions are then submitted to Admissions & Records.**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Birthdate: \_\_\_\_\_ 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 Name (Ex. Math 227– Statistics)	Units	Course Name	Units

\*Student Signature: \_\_\_\_\_ (For online submission, you may type your name to provide an electronic signature)

**OFFICE USE ONLY**

GPA \_\_\_\_\_

DENIED  APPROVED

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Admissions: \_\_\_\_\_