Requesting Excess Units
Fall and Spring-20.5 units/Summer and Winter-12 units
Valid only for the semester/term it was approved

Enrolling in more than the maximum allowable unit amount is permitted only upon petition. Permission will be granted if special circumstances are deemed to have existed to justify such a request.

Procedure:
1. Complete the form and meet with a counselor for a recommendation.
2. Submit completed form to the office of the Dean, Student Services/ Counseling and Matriculation.
3. Notification: Students without a 3.0 cumulative GPA will be notified by the Office of the Dean of Student Services/ Counseling and Matriculation via student’s AHC e-mail account.

REMINDER: For each unit, it is recommended you dedicate two hours of study-time. Therefore, a 20.5 unit load means you will dedicate 20 hours of class time plus 60 hours of outside preparation per week which totals 80 hours per week. Many students need to work while they are attending college. Because of the preparation time noted above it is generally not possible for a student to take a full course load while being employed.

Name
Student Identification #
Semester Applying For
@my.hancockcollege.edu

MARK THE STATEMENT THAT APPLIES TO YOU:

☐ Requesting excess units with a 3.0 cumulative GPA. Current cumulative GPA _____________.
   Must be approved by a Counselor.

☐ Requesting excess units without a 3.0 cumulative GPA. Current cumulative GPA _____________.
   Must be approved by a Counselor and the Dean of Student Services/ Counseling and Matriculation.

LIST CLASSES: Total Units Requesting _______________

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Why do you need to enroll in excess units and what are your plans to ensure you will be able to complete this unit load? Attach a separate sheet of paper if necessary.

Student Statement: ____________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

I understand that failure to complete the units of enrollment with a GPA of less than a 3.0 may result in denial of future attempts to enroll more than the allowable unit amount.

Student Signature
TO BE COMPLETED BY A COUNSELOR:

- Math and science lab units exceed the allowable units.
- PE, Dance, and other activity courses exceed the allowable units.
- Earned a 3.0 cumulative GPA from another college/university. Attach transcript.

- Planning to complete an associate degree/certificate this semester.

College/University: ___________________________  Semester/Year: ___________  Cumulative GPA: ___________

Planning to complete either CSU/IGETC general education pattern this semester.

Planning to transfer and meet admission unit requirement.

Other extenuating circumstances:

Counselor Signature: ___________________________  Date: ___________  Units Approved: ___________

TO BE COMPLETED BY THE DEAN OF STUDENT SERVICES/COUNSELING AND MATRICULATION—if necessary:

Requesting excess units without a 3.0 cumulative GPA

- Approved  - Denied

Comments: ___________________________

Dean, Student Services/ Counseling and Matriculation: ___________________________  Date: ___________  Units Approved: ___________

FOR OFFICE USE ONLY:

Appeal Entered: ___________  Date: ___________  Initials: ___________

Notification (only w/out a 3.0 GPA): ___________  Date: ___________  Initials: ___________

Revised: 1/25/2013