



Date Received: \_\_\_\_\_

# 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

H \_\_\_\_\_  
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 \_\_\_\_\_

Course	Units	Course	Units

**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

Student Name: \_\_\_\_\_

Student ID#: H \_\_\_\_\_

**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.

\_\_\_\_\_  
College/University

\_\_\_\_\_  
Semester/Year

\_\_\_\_\_  
Cumulative GPA

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

\_\_\_\_\_  
Associate Degree/ Certificate

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

- Planning to transfer and meet admission unit requirement. \_\_\_\_\_  
Major

\_\_\_\_\_  
Transfer Date

- 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