

Contra Costa College - Unit Overload Petition

Students Name _____ ID# _____

Daytime Phone Number (____) _____ **Other Phone** (____) _____

Term _____ Year _____ Total Units Requested _____ Hours Working Per Week _____

Please note: Contra Costa College students may enroll in a maximum of 19 units per semester and nine units for the summer term. Students wishing to enroll in more than 19 units in a semester or nine units during summer must complete all information requested on this form. Students should be cautious of the number of units in which they enroll each term. Students often underestimate the amount of time required for their studies. Therefore, to avoid dropping classes, it is important that students carefully consider the number of hours they plan to work as well as prior academic performance before making this request. The following guidelines are used to review this petition.

Recommended Course Load:	Fall or Spring	Summer
Not working	15-19 Units	8-9 Units
Working 10 hours per week	12-15 Units	6-7 Units
Working 20 hours per week	9-12 Units	4-5 Units
Working 30 hours per week	6-9 Units	2-3 Units
Working 40 hours per week	1-6 Units	1-2 Units

Minimum Grade Point Average

Unit overload petitions for up to 22 units in a semester or up to twelve units during summer *may* be approved by a counselor for students who meet the following criteria:

1. Continuing or transfer students - Overall college GPA of at least 2.5 in at least 12 cumulative units completed.
2. New students - High school graduate within the last five years with an overall high school GPA of 3.0 or higher (must provide high school transcript).

Students who do not meet the above criteria for an overload or wish to enroll in more than 22 units in a semester or more than twelve units during the summer, must submit this petition to the Senior Dean of Student Services. Petitions denied by a counselor, may also be appealed to the Senior Dean of Student Services. To appeal a counselor's decision, attach a separate typewritten statement explaining reason for overload and submit to the Senior Dean of Student Services along with this form.

Planned Coursework (including excess units):

Course Title and Number	Units	Course Title and Number	Units
Course Title and Number	Units	Course Title and Number	Units
Course Title and Number	Units	Course Title and Number	Units
Course Title and Number	Units	Course Title and Number	Units
Course Title and Number	Units	Course Title and Number	Units

Cumulative GPA _____

Approved _____ Denied _____

Signature of Counselor or Senior Dean of Student Success _____ Date _____

Counselor comments: _____