FOLSOM LAKE COLLEGE

Exceed Unit Petition

Please complete the following. PRINT legibly and clearly.

NAME ____________________________  DAY PHONE ___________________  DATE ______________

① Notice to Student: Eighteen (18) units per semester is the maximum load for the fall/spring semesters and eight (8) units per semester is the maximum load for the summer session. This limit is district-wide. This petition must be completed with a counselor at the college at which the additional unit(s) will be taken. A student may petition up to a maximum of 6 additional units District-wide (4 additional units in the summer). Once approved, enrollment must occur in person at the FLC Admissions & Records Office or EDC/RCC with an ADD SLIP or LATE ADD PETITION. Students cannot exceed the unit limit by enrolling through eServices.

② Term Information (see instructions on page two)

Semester or Term Applicable: [ ] Summer  [ ] Fall  [ ] Spring  Year: __________  Total Units Desired: __________

③ Student’s Justification of Request (be specific and attach supporting documentation, if needed)

_________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________________________________________________

Student’s Signature ____________________________  Date ______________

④ Required Additional Signature (see instructions on page two)

Counselor’s Recommendation: __________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Counselor’s Signature: ____________________________  Date: ______________

Administrator Use Only

Your petition has been reviewed and your request has been:  [ ] No Action  [ ] Approved  [ ] Denied

______________________________  ________________________
Administrator’s Signature       Date

[ ] Processed  [ ] E-mailed

Action Taken  Processor’s Initials/Date & Comments
Exceed Unit Petition Instructions

PURPOSE OF THE EXCEED UNIT PETITION
The Exceed Unit Petition provides students an opportunity to exceed the maximum unit load for a term.

INSTRUCTIONS
- Complete the student information section at the top of the form.
- Section ① Carefully read the Notice to Student.
- Section ② Complete this section detailing your request.
- Section ③ Explain the reason you are requesting to exceed the unit maximum.
- Section ④ A counselor’s signature is required. Any petition without a counselor’s signature will not be accepted for processing.
- Please turn in this petition for processing at the Admissions & Records Office at FLC main campus, or at EDC or RCC. Enrollment cannot occur on eServices – only in person.

PLEASE NOTE
- If the enrollment in the course that would have put you over the unit max will occur after the ‘Last Day to Enroll’, a Late Add Petition must be completed and turned in with this petition. Otherwise, an add slip must be completed and turned in with this petition.

You will be notified by e-mail of action taken Within 5 business days after you have submitted your Petition.