

# Petition to Enroll Beyond the Maximum Number of Units

**Directions:** Complete this form with a counselor and submit it to the Office of Admissions and Records. Please print clearly. Incomplete forms will not be reviewed. This form is used for Fall, Spring and Summer terms.

Name: \_\_\_\_\_ CSM ID#: G \_\_\_\_\_  
Last name First name

Full Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Total units requested \_\_\_\_\_ for \_\_\_\_\_  
Term Year

List all of the course in which you want to enroll:

\_\_\_\_\_

\_\_\_\_\_

Students should be cautious of the number of units they enroll in each term and not underestimate the time required for college studies; enrolling in too many units often jeopardizes chances of completing courses. Academic standing is based on a cumulative grade point average **and** the percentage of units completed each term. Students must carefully consider the number of hours they plan to work and their overall grade point average prior to making this request.

The following guidelines are used to review and approve petitions.

**Fall & Spring (More than 19 units)**

**Work hours/Units:**

- Not Working = 15-19 units
- 10 hours = 12-15 units
- 20 hours = 9-12 units
- 30 hours = 6-9 units
- 40 hours = 1-6 units

**Summer (More than 11 units)**

**Work hours/Units:**

- Not Working = 1-11 units
- 10 hours = 1-6 units
- 20 hours = 1-4 units
- 30 hours = 1-3 units
- 40 hours = 1-3 units

**Minimum Grade Point Average**

- 17-19 units = 2.5 GPA
- 20-21 units = 3.0 GPA
- 22+ units = 3.75 GPA

**Minimum Grade Point Average**

- 6-8 units = 2.5 GPA
- 9-10 units = 3.0 GPA
- 11+ units = 3.75 GPA

How many hours do you plan to work during the term? \_\_\_\_\_ What is your GPA? \_\_\_\_\_

Number of semesters you have completed at College of San Mateo? \_\_\_\_\_ (over max units is not approved your first semester)

Do you plan to compete in intercollegiate athletics this term? \_\_\_\_\_

List the reasons you want to enroll in more than the allowed number of units?

\_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Counselor's comments:**

Student GPA \_\_\_\_\_ Has a current SEP? \_\_\_\_\_

\_\_\_\_\_ I approve a total of \_\_\_\_\_ units for the \_\_\_\_\_

\_\_\_\_\_ I do not support enrollment of units over the maximum number \_\_\_\_\_  
Term Year

Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

If a counselor denies the request, you may appeal to the Dean of Counseling, Advising (Building 1, Room 209).

**APPEAL:**

APPROVE \_\_\_\_\_ UNITS LIMIT UNITS TO \_\_\_\_\_

Dean of Counseling: \_\_\_\_\_ Date: \_\_\_\_\_