



# EXCESS UNITS REQUEST

This form is for students requesting to take excess units between 18.5-25 units in the Fall and Spring Semester, and 12 units in the Summer Semester.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Last Name, First Name, M.I. 8-digit ( ex. 10XXXXXX )

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_  
Area Code ex. student@email.com

*\*Please ensure to leave at least one contact information to which you would like to be notified\**

## Request Information

Term: (choose 1)  Spring  Summer  Fall Year:

1. Please list all the courses you are currently in and Courses to be added.

Currently registered courses	Units	Courses to be added	Units	Interession? (Yes or No)
<i>Total Units for Semester</i>		<i>Total Excess Units</i>		

**Overall Total Units** (Current + Excess) =

2. Please provide your current Cumulative GPA: \_\_\_\_\_

3. Please provide a written statement explaining the reason why you need additional units added.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Please submit the **completed form and a copy of your unofficial transcript** to the applicable campus' Office of Student Services. For Laney College requests email to laneystudentservices@peralta.edu. We will process your request as soon as possible and reply to you via email. Thank you

### STAFF USE ONLY

Approved  Denied VP. Of Student Services/Designee: \_\_\_\_\_ Date: \_\_\_\_\_