

**PLEASE PRINT**  
**Admissions & Records Petition**  
**Carry an Excess Load**

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

Petition refers to:

Fall 20 \_\_\_\_\_  
Spring 20 \_\_\_\_\_  
Summer 20 \_\_\_\_\_



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

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
SCC Email Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
SCC ID#

Rec'd By: \_\_\_\_\_

PLEASE INDICATE TOTAL NUMBER OF UNITS ABOVE MAX REQUESTED FOR THIS SEMESTER: \_\_\_\_\_  
(Max Fall and Spring-more than 20 units; Summer session-more than 12 units)

\_\_\_\_\_  
**Student's Signature** **Date** **Telephone No.** **Email**

COUNSELOR REVIEW/COMMENTS:

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

I support this petition.

I do not support this petition.

\_\_\_\_\_  
**Counselor Signature**

\_\_\_\_\_  
**Date**

OFFICE USE ONLY

Admissions and Records Director or designee clear in Banner?  Y  N

Notification Email? (initials/date) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Carry Excess Load Information and Instructions

This form should be completed well in advance of priority registration for the term in which you wish to be readmitted. Readmit Petitions done after that time may not be able to be completed in time for you to register for classes.

If you are approved to carry an excess load, it is good for only one term.

### Instructions:

1. Complete this form
2. See a Counselor
3. Counselor will make recommendation that will be reviewed by Dean of Counseling or designee.
4. Counseling office submits to Admissions and Records where the clearance is made for the student.
5. A&R emails copy of form to student's SCC email within 10 business days of submission to Counseling.

If denied and student wishes to appeal, student should contact the Director of Admissions and Records or designee. If a satisfactory resolution cannot be reached; student should complete the **Appeal Petition** and submit to Counseling for the Academic Council to review.