

EXCESS UNITS REQUEST



Students are able to take up to 18 units in the Fall and Spring Semester without additional approval. Students interested in enrolling in 18.5–21.5 units during Fall/Spring semesters will need to submit an excess units request for counselor approval. To request to take excess units between 22–25 units, you will need approval from an administrator.

Reminder: students may request up to 6 units during intersession without VPSS/Dean approval, you may send this form directly to Admission & Records (coadmissions@peralta.edu) for enrollment. Anything above 6 units will require VPSS/Dean approval. Please see tables below for approval information.

Fall/Spring Semester	# of Units
Approval from Counselor	18.5-21.5
Approval from VPSS/Dean	22-25

Student Name: _____ Student ID #: _____ Date: _____

Phone/Email: _____ Total # of Units Requesting: _____

Term: ☐ Fall ☐ Spring ☐ Winter Intersession ☐ Spring Intersession Year: _____

Class Code (ex: 45397)	Dept & Course # (ex: Math 3A)	Course Title (ex: Calculus 1)	Units (ex: 5)	VPSS/Dean Approval

Counselor Name

X _____
VPSS/Dean Approval

X _____
Counselor Signature & Date

Date

Please submit the completed form and email it to coacounseling@peralta.edu for processing.