



# UNIT OVERRIDE REQUEST FORM

Students enrolling at MiraCosta are held to a maximum of 18.0 units for Fall or Spring and eight (8.0) units for Summer. Students can meet with a Counselor to request an exception to enroll up to 21.0 units for Fall or Spring or 12.0 units for Summer. Enrolling in additional units requires the approval of the Dean of Counseling and Student Development. Please email the form to [onlineadvisor@miracosta.edu](mailto:onlineadvisor@miracosta.edu) and include your unofficial transcripts. Students will be notified of the decision within seven (7) business days.

|                      |                   |                      |
|----------------------|-------------------|----------------------|
| <i>Last Name</i>     | <i>First Name</i> | <i>MCC SURF ID</i>   |
| <i>Email Address</i> |                   | <i>Contact Phone</i> |

|           |       |
|-----------|-------|
| Semester: | Year: |
|-----------|-------|

List **all** courses you plan to take, including the course(s) that will exceed the unit limit:

| Catalog Number and Description (e.g., ART 100 - Drawing and Composition) | Class Number | Units |
|--|--------------|-------|
|  |              |       |
|  |              |       |
|  |              |       |
|  |              |       |
|  |              |       |
|  |              |       |
|  |              |       |
|  |              |       |
| <b>TOTAL NUMBER OF UNITS</b>   |              |       |

In the space provided, briefly state the reason for your request and any extenuating circumstances or documentation that supports an exception to the unit maximum policy. **PLEASE PRINT CLEARLY.**

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

**Office use only:**

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Counselor recommended:  Yes  No      Counselor's Initials \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Counseling & Student Development:  Approved       Denied      Date: \_\_\_\_\_