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**DEAN'S OFFICE, COLLEGE OF LETTERS AND SCIENCE  
UNDERGRADUATE EDUCATION AND ADVISING  
200 SOCIAL SCIENCES & HUMANITIES BUILDING, UC DAVIS CAMPUS**

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**PETITION TO EXCEED ENROLLMENT LIMIT IN A GIVEN TERM**

The maximum number of units a student can enroll in during an academic quarter is 28.5 units and during a Summer Session is 15 units. Enrollment beyond these limits requires approval from the Dean's Office.

**Please review the eligibility and process below prior to submitting this petition.**

### **Minimum Eligibility**

1. Must be in good standing for both GPA and minimum progress
2. Minimum of 3.3 overall UC GPA
3. Completion of at least one academic quarter at UC Davis, meeting the minimum GPA requirement
4. No grade below a C in the previous academic year (including summer grades)

### **Process**

1. This form will be reviewed by an Advisor or a Director in Letters and Science after grades post for the current quarter or session.
  - a. Student must maintain the minimum eligibility criteria after end-of-term grade posting.
2. It is recommended you meet with an Advisor in our office to discuss the reason and plans for your request.
3. Completed petition can be submitted to the Advisor you met with or the [LSUEA@ucdavis.edu](mailto:LSUEA@ucdavis.edu) email.
4. If the request is approved, our office will notify the Registrar's Office, asking that the student's enrollment limit for the quarter/session to be increased to designated number of units.
5. Student will be notified via email if their request is approved or denied and their eligibility to enroll.
  - a. Note: For approvals after the start of the quarter/session, the student must be able to obtain a PTA from the instructor or department to enroll.
  - b. Students are responsible for coordinating their ability to enroll after the add deadline.
  - c. *Letters and Science is not responsible for wait lists, full classes, or approval after the add deadline due to end-of-term grading timeline.*

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**PETITION TO EXCEED ENROLLMENT LIMITS IN A GIVEN TERM**

Name:

Student ID#:

Email:

Phone number:

Student Signature:

Date:

**Request:**

To take more than 28.5 units during an academic quarter (or 15 units during one summer session).

Quarter/session requested:

Number of units are you requesting to enroll in (total for the quarter/session):

Planned class schedule:

Current GPA:

Do you currently have any incomplete or Y grades?

Y

N

Reason for Request:

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For Dean's Office Use Only

Action:

Approved

Denied

Deferred

Comments:

Director/Advisor Signature:

Date: