



PETITION FOR OVERLOAD

The Military and Corporate Education Program at Coastline Community College limits students to no more than 9 credits/semester hours(SH) per 8-week session. Students wishing to enroll in more than 9 credits/SH will be required to submit a **Petition for Overload** and **must have a minimum grade point average (GPA) of 3.0 at all colleges attended**. Students must confirm that copies of transcripts from all other colleges attended have been received by Coastline.

I, _____, am submitting this Petition for Overload for the following session:
(Print Name)

Year _____ Semester/Session:

I am enrolled in (allowable credits/semester hours):

Subject/Number	Credit/Semester hours
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

I petition to enroll in (overload credits/semester hours):

Subject/Number	Credit/Semester hours
1. _____	_____
2. _____	_____
3. _____	_____

The Military/Corporate Education Office will be contacting you by telephone or e-mail to discuss your request. Your petition will not be approved until we communicate with you. Upon approval of your **Petition for Overload**, your student record will be adjusted within one business day to allow you to add the additional course(s) through your MyCCC account.

It is your responsibility to withdraw from a course by the posted deadlines if you are unable to maintain the workload. Please drop courses through the [MyCCC Portal](http://myccc.coastline.edu) or the Online Drop Form. Drop deadlines are posted at <http://military.coastline.edu/general/dates.cfm>

By signing below you understand that taking more than 9 credits/semester hours during an 8-week session is challenging and you understand that **no special privileges, extensions or TA refunds** will be granted to accommodate the extra workload.

 Student ID # or last 4 digits of SS# Student's Signature Date

 Day-Phone Evening-Phone Email

Overload policies pertaining to Tuition Assistance differ between each branch of service. Please contact your TA-issuing office for additional branch-specific information.

Please FAX to 714-241-6324 or scan and email to miguray@coastline.edu

For Office Use Only: [] Approved/No. of credits/SH approved: _____ [] Not Approved Combined GPA: _____

Signature of Approving Official: _____ Date: _____

Comments: _____