



Dual Enrollment

Petition: Dual Enrollment Request for Maximum Unit Exception

According to Santa Barbara Community College District Board Policy and Administrative Procedure 5120 eligible Dual Enrollment students may enroll in a maximum of 10.0 (Seniors up to 12 units) college units in Fall and Spring semesters to enrich their educational experience.

Dual Enrollment students demonstrating advanced scholastic standing may appeal BP 5120 which limits enrollment to non-senior dual enrollment students to a maximum of 10 semester units and senior dual enrollment students to a maximum of 12 semester units. The appeal, if approved, would allow a Dual Enrollment student to enroll in a maximum of three courses for which the unit total exceeds 10 (for students in grades 9-11) or 12 (for students in 12th grade).

Step 1: Complete the following student personal information.

Name _____ SBCC ID K _____

Pipeline Email _____@pipeline.sbcc.edu Phone _____

Step 2: The criteria and documentation for requesting to appeal BP 5120 are as follows (please initial each):

- Student must establish and maintain a minimum GPA of 3.0 with no grade below a "C" in an academic class (student must provide a high school transcript and a college transcript, if available).
Student must demonstrate eligibility for ENG 110 and MATH 107 through SBCC English and math placement assessments or acceptable equivalencies such as AP/SAT/ACT/EAP scores. Attach proof of eligibility from your Pipeline account (go to Student Records).
Student registering in over 11.9 units will be subject to payment of all enrollment fees in addition to mandatory fees if applicable. Attach or list the three courses and the total units in which you would like to register.
As the student, I acknowledge that the appeal and approval process is term based and a new petition form along with documentation is required every semester.

Step 3: Student Acknowledgement

I understand that the decision to exceed the maximum number of units is based on my advanced academic abilities, and I further acknowledge that all course work is my responsibility alone. I am aware of, and will adhere to, all college regulations and registration timelines. No exceptions will be made for me as a Dual Enrollment student.

X _____
Student Acknowledgement / Signature Date

Step 4: Parent Acknowledgement

I understand that in accordance with FERPA (http://www.sbcc.edu/admissions/ferpastudentprivacy.php) regulations, I may not act on my student's behalf. I further acknowledge that if my student registers in more than 11.9 units, they will be required to pay full tuition.

X _____
Parent Acknowledgement / Signature Date

Step 5: Submit Petition: Dual Enrollment Request for Maximum Unit Exception and required supporting documentation to the Dual Enrollment Office. See www.sbcc.edu/dualenrollment for contact information. Please initial below to indicate your understanding:

I acknowledge that the Dual Enrollment Office will send the results of my Petition: Dual Enrollment Request for Maximum Unit Exception to my Pipeline email account.

I acknowledge that petition approval does not guarantee me a seat in the course and that my registration is dependent on satisfactory completion and clearance of stated prerequisites.

For Office Use Only:
Approved Denied Incomplete Petition/No Action A & R SFAREGS Processed by:
Comments
Director Dual Enrollment Programs Date Notified: