



HARTNELL COLLEGE

VARIABLE UNIT CHANGE FORM

DIRECTIONS: Complete this authorization and submit it to the Admissions & Records Office no later than
16-week courses: Friday of the fourteenth (14th) week
8-week courses: Friday of the sixth (6th) week

This petition is for following term: Fall 20____ Spring 20____ Summer 20____

NAME _____
 First Name Last Name Student ID#

_____ _____
Course # Section#

What is the reason for the unit increase?

The district policy on variable unit is that no unit change can be adjusted to lesser units once this form has been processed.

I wish to take increase the above course from _____ units to _____ units.
(minimum and maximum unit values for variable course can be found in our current College Catalog.)

Student Signature _____ **Date** _____

FOR FACULTY USE

Request is **Approved** **Denied**

Faculty Name _____ **Faculty Signature** _____ **Date** _____

FOR ADMISSIONS & RECORDS OFFICE USE ONLY

Processed by _____ Date _____