

Excess Units Authorization Form

(Fall and Regular Spring Semesters Only)

Summer or Winter/Intersession - NO Excess Units Authorization Available:

- **Summer Session** maximum units allowed: **10 units** per session.
- **Winter/Intersession** maximum units allowed: **7.0 units**

To request authorization to take excess units, it is strongly recommended student meets the following criteria:

- This form must be evaluated and approved by a Counselor during a counseling appointment of at least 30 minutes.
- Student can request this authorization only one time from one counselor per semester. Initial counselor’s decision is final.
- Student has either a Student Abbreviated or Comprehensive Educational Plan on file at EVC.
- Student has completed at least 15 units with a minimum 3.0 GPA at one or more colleges (AP Test scores are not considered for this purpose).
- Student’s overall GPA is 3.0 or higher (or if student has primarily taken non-graded courses, student has completed at least 75% of all attempted units).

Fall/Regular Spring Semester

- Maximum units allowed without authorization: 18.0 units.
- Maximum units that may be authorized by a counselor: 22.0 units total (up to 4.0 additional units).

Name: _____ Student ID#: _____ Date: _____

Email: _____ Phone: _____

- Number of hours per week of non-school commitments (work, parenting, volunteering, etc.): _____

Additional units requested:

- For **Fall** ____ or **Regular Spring** ____ Semester (mark one) of ____ (year), I am requesting to take ____ additional units (above the 18.0 units allowed) for a total of ____ units for this semester.

Student Signature: _____

FOR COUNSELOR USE ONLY:

____ SARS Alert has been checked to ensure that student has not previously requested Excess Units for this particular semester. (If this has occurred—whether approved or denied—student is not eligible for current request.) Counselor enters explanation on SARS Alert.

____ STRK & STSC have been checked to ensure that student has not previously been authorized for Excess Units for this particular semester. (If this has already occurred, student is not eligible for this current request.) Counselor enters explanation on SARS Alert.

____ For Regular Spring Semester only: If approved, counselor verifies that student is registered in 7.0 or fewer units for Intersession. Student must drop to 7.0 or fewer units for Intersession BEFORE counselor approves Excess Units for Regular Spring Semester. (Student takes approved form to Admissions with the Reg ID#(s) of additional class(es) to be added.)

Approved:

Denied:

Comment (if needed):

Counselor Signature: _____ **Date:** _____