



EVERGREEN VALLEY COLLEGE

Excess Units Authorization—Fall Semester or Regular Spring Semester

(Note: For Summer Session or for Intersession, NO excess unit’s authorization is available—beyond the 7.0 units allowed for all students.)

(If student wants to register in 7.0 or fewer units for Intersession AND 18.0 or fewer units for Regular Spring Semester and MyWeb will not allow the total units (for both terms) to exceed 18.0 units, student does not need to see a counselor regarding Excess Units. Student should proceed directly to Admissions with Reg ID#s of the additional courses to be added—up to 7.0 units for Intersession and up to 18.0 units for Regular Spring Semester.)

Excess Units for Fall Semester or for 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).

For approval to take more units than is allowed for Fall Semester or for Regular Spring Semester:

- It is strongly recommended that the student meets the below criteria.
• This form must be evaluated and approved by a counselor during a counseling appointment of at least 30 minutes. This cannot be accomplished during walk-in counseling or via email.
• Student can request this authorization only one time from one counselor per semester. Initial counselor’s decision is final.

Name: _____ Student ID#: _____ Date: _____

Email: _____ Phone: _____

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

Additional units requested:

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

Student Signature: _____

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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 marks the “Denied” line on p. 2 and enters explanatory 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 marks the “Denied” line on p. 2 and enters explanatory SARS Alert.)

To be eligible to request authorization to take Excess Units for this particular semester, it is strongly recommended that the student meets the below criteria:

- Student has either an Abbreviated Ed Plan or a Comprehensive Ed Plan on file at EVC.
• Student has completed at least 15 units 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.)
• Student has completed at least one semester of at least 15 units with a minimum 3.0 GPA. (see reverse)

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Name: _____ Student ID#: _____ Date: _____

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After evaluating the student's request, counselor selects from the below options:

___ Denied (counselor documents this with a SARS Alert)

___ Approved for student to take an additional ___ unit(s) (between 0.5-4.0) for Fall Semester or Regular Spring Semester (circle one) of ___ (yr.) for a total of ___ units (between 18.5-22.0) for this particular semester. (Does NOT apply to Summer Session or Intersession: 7.0 units maximum for each.) (Counselor also makes an explanatory SARS entry.)

___ 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.)

Counselor Comments (if needed): _____

Counselor Signature: _____ Date: _____

(CK4/13/20)