

UNION COLLEGE FOURTH COURSE OVERVIEW

Fourth Course Requirements and Policies

- Union College supports free fourth courses on a limited basis when students wish to take an additional course beyond their required course load. These courses do not count toward the minimum 36 required for graduation (unless you are a Scholar, Engineer, or LIM student), and any student requesting the course must have a GPA of 3.30 or higher.
- Students with a cumulative GPA of at least 3.30 at the beginning of a term may take a fourth course in that term at no additional charge, but are only allowed to do so once per academic year. Any additional fourth courses in an academic year carry a fourth course fee.
- Fourth courses used to offset a W or F grade in order to count towards the minimum 36 required credits for graduation will carry a fourth course fee, regardless of the student's GPA.
- Students with a cumulative GPA between 2.50 and 3.29 may take a fourth course with consultation from their advisor, but a fourth course fee will be charged.
- Students with a GPA below 2.50 must obtain permission from the Dean of Studies to enroll in a fourth course. Permission must be obtained in writing before submitting the fourth course request.
- There may be alternatives to enrolling in a fourth course form to catch up on credit due to withdrawal or failure. For example, it's permissible to enroll in a practicum for each of three separate terms to obtain a single course credit. It's also possible to request approval to transfer a credit for a course to be taken over the summer, or go on a mini-term.

How Does Fourth Course Registration Work?

- Once registration begins, all LIM students are eligible to enroll in a fourth course immediately without the use of a form.
- Engineering majors are also eligible during the start of the registration period, **but must fill out a fourth course form and submit it to the Registrar's office to be enrolled.**
- Scholars will be eligible to enroll in a fourth course without the use of a form, but must wait until the Registrar's office gives the okay, which usually takes place 2-3 weeks after registration begins.
- All other students must wait until the first week of the new term to register for a fourth course, **and must fill out the fourth course form and submit it to the Registrar's office to be enrolled.**
- To access the form, students must go to <https://www.union.edu/offices/registrar/forms/>
- Click on the link that says "Fourth Course"
- Fill out of the form and click submit
- A PDF of the completed form will be automatically emailed to the student
- Print the PDF, sign, and bring to the Registrar's office. A Registrar staff member will then enroll the student in the course