UNION COLLEGE FOURTH COURSE OVERVIEW

Fourth Course Requirements and Policies

(*Please note that the Academic Catalog is the official and definitive source of policy information)

- **For Scholars & Seward Fellows, Engineering majors, LIM students, & semester terms abroad:** Courses required by a program beyond the usual 36 courses for graduation are free of charge.
- **Scholars & Seward Fellows** can take a fourth course free of charge every term after their first at the College and may use these courses to accelerate graduation.
- **Any student 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, once per academic year, unless they are using the course to offset a W or F grade.
- **Any student taking a fourth course 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 GPA.
- **Students with a cumulative GPA between 2.50 and 3.29** may take a fourth course without special approval, but with a charge.
- **Students with a GPA below 2.50** must obtain permission in writing from the Dean of Studies to enroll in a fourth course.
- **Any student needing to catch up on credit due to withdrawal or failure** has options other than a fourth course, including enrolling in a practicum series for each of three separate terms to obtain a course credit. Two course credits can be earned this way. 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.
- **Any student registering for five full-credit courses** needs approval from the Dean of Studies.

How Does Fourth Course Registration Work?

- **LIM students:** Once pre-registration begins, you are eligible to enroll online in a fourth course, immediately and without the use of a form.
- **Engineering majors:** You are eligible to register for a fourth course at the start of the pre-registration period, but must fill out a fourth course form and submit it to the Registrar’s office.
- **Scholars & Seward Fellows** are eligible to enroll in a fourth course online, 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 pre-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.
- **Fourth course form:** Students can access the form here: [https://www.union.edu/registrar/forms](https://www.union.edu/registrar/forms)
  - Click on the link that says “Fourth Course,” fill out the form and click “submit.”
  - Do NOT fill out the form until you are registered for 3 courses.
  - You will be notified once you are registered.
- **All students with GPA below 2.5** (including engineering majors) 2.5 will receive instructions within the Fourth Course form to seek approval from their advisor and the Dean of Studies, who will sign the form permitting registration at the Registrar’s Office.