

## 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)

- **Engineering Majors** are entitled to four fourth course registrations free of charge to allow them to complete the credits required for their degree.
- **Scholars & Seward Fellows** with a GPA of at least 3.40 can register for a fourth course free of charge every term after their first at the College.
- **For students who are *not* behind in credits:**
  - Any student with a cumulative GPA of at least 3.30 at the beginning of a term may register for a fourth course in that term at no additional charge, once per academic year.
  - Students with a GPA below 3.30 may register for fourth courses; however, they will be charged the fourth course fee.
- **For students who are *behind* in credits:**
  - Students may register for up to two fourth courses free of charge in their time at Union if needed to make up for credit deficiencies due to course failures or course withdrawals (after taking into account any pre-matriculation or extra credits earned earlier via practicum, summer, transfer, and fourth courses).
- **Students with a GPA below 2.50, or who seek to register for five full-credit courses, or who are registering for a second or third fourth course in one academic year** must obtain permission in writing from the Dean of Studies to register for a fourth course.
- **Any student needing to catch up on credit due to course withdrawals or failures** has options other than a fourth course. Please visit the FAQ page of the Advising website, [here](#), for more information.

### How Does Fourth Course Registration Work?

- **LIM students:** Once pre-registration begins, you are eligible to register for 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. Juniors and Seniors must fill out a fourth course form and submit it to the Registrar's office; First Years and Sophomores do not need to fill out a fourth course form unless their cumulative GPA is less than 2.50.
- **Scholars & Seward Fellows** are eligible to register for 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 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>
  - Do NOT fill out the form until you are registered for 3 courses.
  - Click on the link that says "Fourth Course," fill out the form and click "submit."
  - You will be notified once you are registered.

- **All students with GPA below 2.5, or who seek to register for five full-credit courses, or who are registering for a second or third fourth course in the same academic year** will receive instructions within the Fourth Course form to seek approval from their advisor and the Dean of Studies.

Revised 7/21/21