



**PETITION FOR A FOUR-COURSE LOAD
BEYOND THE 4 TERM MAXIMUM ALLOWED**

Name:		Date:
Net ID:	Class Year:	Hinman Box:

Request for:

☐ **An additional four-course load for _____ term.**

1. Attachments:

☐ **An explanation (typed, not hand written) of the value of the intended course of study and the necessity of the additional four course term.**

☐ **A signed letter of support from your major advisor that endorses the value of the intended course of study and indicates your capacity for the additional work.**

☐ **If the four-course load includes course credit for reading, independent study, or independent research, the petition must also be accompanied by a signed letter from the instructor of that course, verifying that the intellectual content, time commitment, academic requirements, and grading policy are at least equivalent to the demands of a classroom course.**

Important information:

- Before you submit this form to the Registrar's Office, obtain and attach all appropriate documentation. Incomplete petitions will not be reviewed.
- A student who has already exhausted the quota of four, four-course loads may undertake additional four-course loads only by permission of the Registrar and the Chair of the Committee on Instruction (COI). Such permission is intended to allow students to take advantage of unexpected opportunities or to deal with unavoidable scheduling conflicts, not to allow students to do more than can be accommodated by the ordinary quota of four-course terms or to graduate early. There is no extra charge.
- A fourth course may be dropped until the end of the sixth week of classes. After the end of the sixth week, the standard rules for withdrawal from courses apply.

☐ **I have read the important information and attached the appropriate documentation.**

Student Signature: _____ **Date:** _____



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FOR OFFICIAL USE ONLY	
☐ Approved	☐ Not Approved
Comments:	
Reviewed by (Registrar's Office)	
_____ Date _____	