

## Petition for an Additional Quarter of Enrollment

### Twelve Quarters of Enrollment Policy

A full-time course load is 300-400 units (typically three or four courses) per quarter. Over the typical four-year program (twelve quarters), a student normally registers for at least six 400-unit quarters and as many as six 300-unit quarters. Although students may progress at varying rates toward the degree, no student may register for more than twelve quarters without the permission of the College Dean of Students Office.

### Request for an Additional Quarter of Enrollment

Students who need an additional quarter of enrollment in order to complete their primary major may submit the following petition to the College Dean of Students Office. Ordinarily, petitions for an additional quarter of enrollment will not be considered to complete a secondary major or a minor.

### Note about Summer Quarters

Summer quarters do not count toward the twelve quarters of enrollment policy. Students ordinarily do not need to request permission for an additional summer quarter of enrollment.

**PART A: TO BE COMPLETED BY STUDENT: Complete, sign, and submit to your academic adviser**

Name: \_\_\_\_\_  
Last First Middle

UCID: \_\_\_\_\_ Year of Study \_\_\_\_\_ Adviser: \_\_\_\_\_

Quarter for which you are requesting an additional quarter of enrollment:

Autumn  Winter  Spring Year: 20\_\_\_\_

Will you graduate at the end of this quarter:  Yes  No

Please state your reason for the additional quarter of enrollment; if you will not graduate, please provide your plan for completing your degree:



Please provide the courses you plan to enroll in:

<i>Dept. Abbrev. Course Number</i>	<i>Course Title</i>

Students receiving institutional aid from the College are expected to complete their degree as a full-time student within a period of twelve quarters. Students who have already received twelve quarters of aid may be considered for an additional quarter of aid in order to complete their primary major.

Please check if you would like to be considered for an additional quarter of institutional aid

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature

**PART B: TO BE COMPLETED BY ADVISER: *Complete, sign, and return to your supervisor***

Will the plan advance the completion of the student's primary degree/major:  Yes  No

Will the student graduate at the end of the additional quarter:  Yes  No

*Please review the student's degree audit and transcript before signing and returning to your supervisor.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature

**PART C: COLLEGE DEAN OF STUDENTS OFFICE REVIEW**

DOS Approved?  Yes  No

Any additional comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

College DOS Staff Signature