



Request for Permission to Enroll in a 6th Course

Instructions for Students: Please complete the request, save an electronic copy for your records, forward the completed request as an email attachment (PDF file) to your advisor. Once your request is approved your request will be forwarded to the Registrar's Office for processing. Please note that by submitting this request you are agreeing to the terms and conditions in this request and any related policies and/or procedures in the current Academic Catalog.

Student's Name: _____ **Date** _____

Advisor's Name: _____

Please check the appropriate box(es):

I am requesting that Franklin College allow me to register for a sixth course in:

Fall _____
(year)

Spring _____
(year)

I am also requesting that the College make an exception to the 3.0 cumulative grade point average minimum requirement for the reason explained below.

Rationale (Please state concisely the reasoning behind your request[s] above):

I understand that permission for this request must first be obtained from my Academic Advisor (approval below) and that I must have a cumulative grade point average (GPA) of at least 3.0 at the time of the request. I understand also that my account will be charged an additional fee for taking a sixth course.

Student's Approval _____ **Date** _____

Instructions for Advisors:

1. Please note your approval/denial of a request in the space provided on this form.
2. Print to Adobe PDF or PDF Creator.
3. Email the Approved form to registrar@fc.edu for processing

I am authorizing this student to enroll in the following 6th course for the semester indicated above : _____

Advisor's Approval _____ **Date** _____

For use by the Registrar's Office only

PERMISSION GRANTED

PERMISSION REFUSED

Comments:

Dean's Signature _____ Date _____

Student was enrolled in a sixth course after the drop/add period and should be billed accordingly:

YES, BILL FOR SIXTH COURSE

NO, DO NOT BILL FOR SIXTH COURSE