

**Swarthmore College
Office of the Registrar**

Application to Carry Extra or Less Work

Fall of (year:) _____

Spring of (year:)_____

Name _____ ID# _____

Grad year _____

Programs of fewer than four or greater than five credits per semester need to be approved on this form, but at no time are programs fewer than three credits per semester permitted.

Warning about Credits and Grades: Normal progress is four semester course credits per semester. Students that do not manage to **complete and pass** at least three credits per semester will have their records reviewed by the Committee on Academic Requirements and could be required to take an academic leave. Note that INC grades, withdraw grades, shadow or letter grades of less than straight C do not satisfy this minimum expectation. Students should also be mindful to maintain satisfactory progress toward fulfilling their degree. At a minimum, students should earn 6 to 8 credits by the end of the first year, 14 to 16 credits by the end of the sophomore year, and 22 to 24 credits by the end of the junior year. Students not achieving satisfactory progress will have their records reviewed by the Committee on Academic Requirements and could be required to take an academic leave.

Less: For programs of fewer than 4 credits, you must first seek the approval of your academic advisor and then see Dean Jensen. You will need to indicate your plan to maintain satisfactory progress for your class. Satisfactory progress is defined as follows: a rising sophomore must have completed 6-8 credits; a rising junior must have 14-16 credits and have applied for a major; and a rising senior must have 22-24 credits and have a major. If your academic advisor approves the plan, then seek the permission of the dean.

Extra: For programs of greater than 5 credits, you need only the permission of your academic advisor. Be aware that programs resulting in a combined load of greater than 10.0 credits for the Fall-Spring academic year (or 5.0 credits for the semester if you are only here the one semester during a Fall-Spring academic year) will result in an additional tuition charge. Most students avoid the extra tuition charge by not exceeding 10 credits for the Fall-Spring year.

Complete this application and forward to the Registrar's Office. This is not an drop/add form; if you are dropping or adding, please also complete that process.

Application to carry _____ credits.

If requesting to carry fewer than 4 credits, please briefly explain the reason:

Describe the plan to achieve satisfactory progress if requesting to carry fewer than 4 credits (how will you make up the under-load?):

Signature of your Academic Advisor _____ date _____

Signature of Dean Jensen _____ date _____

Signature of the Student _____ date _____