



HR Operations Center

Last Semester Option

To be used when students need to take less than 6 credits their last semester **and** credits are required for graduation.

Instructions: Please print and complete the necessary steps as outlined below. If eligible to appeal for the Last Semester Option (see Step 2), please return the completed form to HR Operations (2024 WSC) and wait for clearance or denial before beginning or continuing work for the semester you are appealing. For questions, please contact HR Operations at (801) 422-9675. If you would like to provide more information, please use the back of this form.

Step 1 - Student

Name (First/Middle/Last):		ID #:	
Phone #:	Credits after Appeal:	Appealing for Semester: Year:	
Major:		Email:	
<input type="checkbox"/> I certify I am registered for at least 1.0 day-continuing credit. <input type="checkbox"/> I certify the credits which I am registered for are required for graduation. <input type="checkbox"/> I understand that I will be terminated after graduation unless I enroll in a BYU graduate program for the following Fall/Winter semester.			
Signature:		Date:	

Step 2 - College Advisement Center

<input type="checkbox"/> I certify the appealing student cannot graduate from his/her coursework without the credit hours listed below. Hence, <u>eligible for consideration</u> for the Last Semester Option. OR <input type="checkbox"/> I certify the appealing student can graduate from his/her coursework without the credit hours listed below. Hence, <u>not eligible for consideration</u> for the Last Semester Option. Appeal process should be discontinued at this time.	
Number of Credits Required for Graduation:	Graduation Date:
Advisor's Signature:	Date:
Printed Name:	Phone #:

Step 3 - Supervisor

By signing, I understand that the student is in his/her last semester and will graduate on the above stated date.	
Supervisor's Signature:	Date:
Printed Name:	Phone #:
Department:	E-mail:

Step 4 - International Student Services

International student employees are required to take this form with signatures to International Student Services (ISS) in order to obtain approval from the government to enroll in less than 12.0 credit hours.	
By signing this document, International Student Services verifies the appealing student has been approved for Reduced Course Load by ISS and is <u>eligible for consideration</u> for the Last Semester Option by HR Operations.	
Verified By:	Date:

Step 5 – HR Operations Center (Office Use Only)

Grad Date Applied For:	GPA:	Credits:	Review Date:	Status:	Previous Exceptions?
Approved or Denied?	Notes:				Emailed Student:

If you would like to provide more information, please use the back of this form.