

# Last Year Option

To be used when students need to take less than 6 credits during **one semester in their last year**. This option can only be used **one time** in the final year, and the credits must be required for graduation.

<p><b>Instructions:</b> Please print and complete the necessary steps below. If eligible to appeal for the Last Year 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 chosen semester.</p>						
<b>Step 1 - Student</b>	Name (First/Middle/Last):			ID #:		
	Phone #:		Credits after Appeal:	Appealing for		
	Major:		Semester:		Year:	
	Email:					
<p> <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 <b>required</b> 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.         </p> <p>Signature: _____ Date: _____</p>						
<b>Step 2 - College Advisement Center</b>	<p> <input type="checkbox"/> I certify the appealing student <b>cannot</b> graduate from his/her coursework <b>without</b> the credit hours listed below. Hence, <u>eligible for consideration</u> for the Last Year Option.         </p> <p style="text-align: center;"><b>OR</b></p> <p> <input type="checkbox"/> I certify the appealing student <b>can</b> graduate from his/her coursework <b>without</b> the credit hours listed below. Hence, <u>not eligible for consideration</u> for the Last Year Option. Appeal process should be discontinued at this time.         </p>					
	Number of Credits Required for Graduation:			Graduation Date:		
	Advisor's Signature:			Date:		
	Printed Name:			Phone #:		
<b>Step 3 - Supervisor</b>	<p><b>By signing, I understand</b> that the student is in his/her last year and will graduate on the above stated date.</p>					
	Supervisor's Signature:			Date:		
	Printed Name:			Phone #:		
	Department:			E-mail:		
<b>Step 4 - International Student Services</b>	<p>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.</p> <p><b>By signing this document, International Student Services verifies</b> the appealing student has been approved for Reduced Course Load by ISS and is <u>eligible for consideration</u> for the Last Year Option by HR Operations.</p>					
	Verified By:			Date:		
<b>Step 5 – HR Operations Center (Office Use Only)</b>						
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.**