DUKE UNIVERSITY TRINITY COLLEGE

UNDERGRADUATE REQUEST FOR A 9TH SEMESTER OF ENROLLMENT

All undergraduates postponing their anticipated graduation date and adding an additional spring or fall semester are required by the University Registrar to complete this form.

Name: ________________________________  *Student ID: ________________________________
(please print)

From current graduation date: ________________________________
(mo. & yr.)

To new graduation date: ________________________________
(mo. & yr.)

Please justify in writing your request for an additional semester of enrollment. Send the justification by email to your academic dean. Bring this completed form to his/her office.

Required Student Waiver:

I understand that I am responsible for exploring the financial implications of my change in graduation plans and securing financial resources before finalizing my academic plans.

__________________________________  ______________
Student’s signature  Date

Required Permission of the Academic Dean:

I have approved the academic plan of this student. These plans take into account the new graduation date shown above. With consent of the Dean of Academic Affairs, I approve the justification the student provided for an additional semester at Duke.

This student’s plan REQUIRES an additional fall or spring semester of study for graduation purposes:

___YES  ___NO

A student can be approved for a 9th semester even if you circle NO. Only select YES if a student cannot complete 34 credits, one major and Trinity requirements in 8 fall/spring semesters.

If the “current graduation date” (above) is May of this school year, is the student eligible to walk in Commencement, and, if so, is it the student’s intention to do so?

___YES  ___NO

__________________________________  ______________
Dean’s signature  Date

*The StudentID number is available from the “Advisement Report” on ACES. Please do NOT submit your UniqueID.

After meeting with the student the academic dean will contact the Dean of Academic Affairs by email and secure consent. Once approval is finalized the academic dean will notify the student by email. The academic dean will image the completed and signed form along with the justification and send a copy to Terry Wilkerson, staff assistant, Academic Services and Systems (04 Allen, fax 684-3414).

Last updated 4/2013