DUKE UNIVERSITY TRINITY COLLEGE

UNDERGRADUATE REQUEST FOR A 9TH SEMESTER OF ENROLLMENT

All undergraduates seeking to postpone their anticipated graduation date by adding an additional, 9th spring or fall semester are required to complete this form.

Name: ___________________________ *Student ID: ___________________________

(please print)

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

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

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

Please justify in writing your request for an additional semester of enrollment and attach it to this form before submitting both to the dean’s 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 this student’s 9th semester of enrollment. These plans take into account the new graduation date shown above.

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 the dean circles NO. If the dean selects YES, it is because the 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

After the dean has discussed this request with the student and approved the 9th semester of enrollment:

1) the student will be informed,
2) a copy of this form and attached justification imaged
3) a copy sent to the Dean of Academic Affairs, and
4) a copy sent to Terry Wilkerson, staff assistant, Academic Services and Systems (04 Allen, fax 684-3414).

Last updated 10/2014