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 DukeHub. 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 academic dean has discussed this request with the student and approved the 9th semester of enrollment, the dean should:

1) inform the student of decision,
2) email a copy of this form and attached justification to the appropriate imaging staff (East Campus: Tyrice Rogers, tyrice.rogers@duke.edu OR West Campus: Mekisha Mebane, mekisha.mebane@duke.edu) and CC Terry Wilkerson, terry.wilkerson@duke.edu.

Last updated 10/2016