

## **Guidelines for Petitioning an Additional Semester UNC Gillings School of Global Public Health**

The University's academic eligibility rules impose **limits on the number of semesters** (fall or spring) in which students are allowed to enroll. (There is no limit on summer sessions.)

New academic eligibility rules were instituted in 2007. Students are limited to **eight semesters**; special permission is required to enroll in a ninth semester.

Students who have experienced exceptionally extenuating circumstances may request permission to enroll for an additional semester beyond the applicable maximum.

To do so, students must fill out and submit a SPH Petition to Enroll for an Additional Semester form (see attached). The request will be reviewed by the Associate Dean for Academic Affairs.

Students who are permitted to enroll in an additional semester beyond the usual maximum are allowed to graduate with **ONLY ONE MAJOR AND NO MINORS** (pursuant to Faculty Council legislation, effective fall 2006).

### **Petitions are usually approved in order to meet the following needs:**

- to take courses required for graduation which are offered only in certain spring or fall semesters – despite the student's best efforts to complete these in a timely manner;
- to complete an honors thesis;
- to participate in a study-abroad program that requires the student to be enrolled as an undergraduate;
- to serve the University community via special student activities that significantly benefit the campus community;
- to serve the University as a red-shirted student-athlete or in the capacity of student personnel important to a varsity team and endorsed by the team's coaching staff;
- to retake a course required for graduation that was failed in the final semester.

### **The following are sometimes accepted as legitimate extenuating circumstances that result in the need for an additional semester:**

- change of majors as recommended by academic advisor;
- loss of transfer credits;
- financial need necessitating heavy employment hours, thus reducing the student's ability to take 15-hour semesters or to attend summer sessions;
- health-related matters;
- personal and family situations that necessitated support from the student;
- course sequences for courses that are not offered every semester;
- failure of a course required for graduation;
- insufficient hours of "C" grades in the major core.

**Petitions are usually denied for the following:**

- to complete a second major
- to complete a minor
- to raise a grade-point average
- to take prerequisites for graduate or professional school
- to take courses related to employment
- to change major from BA to BS degree
- to complete degree requirements on campus in a fall or spring semester when there are readily-available alternatives via summer sessions or online courses

**TAKING COURSES \*AFTER\* GRADUATION**

To take courses at the University after graduation, students must apply to and be admitted by the Friday Center for Continuing Education, the Summer School, the Graduate School, or certain Health Affairs schools. Students cannot register as undergraduate students in the College of Arts and Sciences after earning a Bachelor's degree from UNC-Chapel Hill or from any other school.

### SPH PETITION TO ENROLL FOR AN ADDITIONAL SEMESTER

Please note: If you require an additional semester (beyond the usual maximum number allowed) to complete your graduation requirements, only one major (and no minors) can be declared.

Students who exceed 8 terms in residence may be subject to a 50% tuition surcharge. It will be applied to all counted credit hours in excess of 140 hours. To learn what is included in counted credit hours and for more detailed information, contact the [Office of the University Registrar](#).

Name:	PID#:
Phone #:	Email:
Current local address:	
Major:	Semester/year you request permission to enroll?

- What course(s) would you take in the additional semester?

Course(s) required to graduate:

Other course(s):

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- What prevents you from graduating within the allowed maximum number of 8 semesters? Please explain.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved     Not Approved

Dean Signature: \_\_\_\_\_ Date \_\_\_\_\_

***Please fax or return this form to the Office of Student Affairs, 263 Rosenau Hall (Fax: 919-966-6352)***