

## FORM KEY FOR THE OFFICE OF STUDENT AFFAIRS

<a href="#">Additional Semester Appeal</a>	<p>Undergraduate students will need to submit this form to OSA for signature from the Associate Dean of Academic Affairs and will be processed by the Director of Student Services (Bocchino).</p> <p><b>DEADLINE: varies by term but will be due around the middle of the previous term.</b></p>
<a href="#">Change of Major Form</a>	<p>Undergraduate students work with their Academic Coordinator to complete the form and submit to the Gillings Registrar to process.</p> <p><b>DEADLINE: none</b></p>
<a href="#">Course Overload Request Form</a>	<p>Undergraduate students will need to complete this electronic form for approval of both their Academic Coordinator and the Gillings Registrar.</p> <p><b>DEADLINE: Before the start of a semester</b></p>
<a href="#">Course Underload Request Form</a>	<p>Undergraduate students will need to complete the electronic form for processing by both their Academic Coordinator and the Gillings Registrar ***Once the form is signed -place copy in the "Registrar File"</p> <p><b>DEADLINE: Before the eighth week of classes (some exceptions after the eighth week – must be approved by the Associate Dean of Academic Affairs)</b></p>
<a href="#">Declaration of 2nd Major Form or Letter</a>	<p>Undergraduate students complete a letter to the Associate Dean of Academic Affairs requesting a 2<sup>nd</sup> major and then will need to turn in to the Gillings Registrar to process. Student will then need to receive an approved letter and memo and schedule an appointment with A &amp; S to further this petition.</p> <p><b>DEADLINE: none</b></p>
<a href="#">Declaration of Major</a>	<p>Undergraduate students complete the form with their Academic Coordinator which will then be sent to the Gillings Registrar to process.</p> <p><b>DEADLINE: 2<sup>nd</sup> semester of sophomore year</b></p>
<a href="#">Declaration of Minor Form</a>	<p>Undergraduate students complete the electronic form, obtain their Academic Coordinators approval, and then the form will be submitted to Gillings Registrar to process.</p> <p><b>DEADLINE: none</b></p>
<a href="#">Drop/Add/ Audit Form</a> <a href="#">Post Semester Add/ Drop Form</a>	<p>Students will need to complete Drop/Add/Audit form if they desire to drop/add a class after the 5<sup>th</sup> day of classes. The form must be processed with the students Academic Coordinator, signed by the Course Instructor, and OSA will either forward the form to the Graduate School (for Graduate Students), or obtain a signature from the Associate Dean of Academic Affairs and route this form to the Registrar’s Office (for Undergraduate Students).</p> <p><b>DEADLINE: announced each term / semester deadlines are on the Academic Calendar</b></p>
<a href="#">Examination Excuse Form</a>	<p>Examination excuses should be completed and have a letter attached to give the Gillings Registrar a short description of why the excuse is needed. Students should complete the electronic form for processing by the Gillings Registrar. Deadline to submit this form is the last day of class of the semester.</p> <p><b>DEADLINE: Last day of classes before exams begin at 5pm</b></p>