

## **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.)

Students are expected to complete their undergraduate degree in a maximum of eight semesters\* of full-time enrollment at UNC, excluding summer terms.

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 below). The request will be sent to the Gillings Registrar at [sph\\_registrar@unc.edu](mailto:sph_registrar@unc.edu).

### **Appeal reasons that are usually approved:**

- You have not yet met minimum requirements for degree completion (120 hours earned, 2.0 GPA, and completion of one major)
- You are participating in a UNC-endorsed program that requires undergraduate status
- You must retake a course required for graduation that was failed in the final semester

### **Appeal reasons that are usually NOT approved:**

- Sole purpose of completing multiple areas of study (i.e. a second major and minor or two minors)
- Raising a grade point average
- Taking prerequisites for graduate or professional school
- Taking courses related to employment
- Changing major from BA to BS degree
- Completing degree requirements on campus in a fall or spring semester when there are readily available alternatives via summer sessions or online courses

**This is not an exhaustive list of reasons for approval or denial; appeals are taken on a case-by-case basis. If you have questions about whether you are eligible for an additional semester, please meet with your assigned academic advisor. Decisions will be based on UNC Academic Policy and our shared commitment support your degree completion.**

\*Transfer students who transfer in the UNC-Chapel Hill equivalent of two or more semesters (24+ hours) may automatically enroll in up to 10 semesters and complete up to three areas of study (i.e. a second major and a minor or two minors) without permission.

### **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):

---

---

---

---

---

---

---

---

- 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)***