PETITION FOR CHANGE IN ENROLLMENT PATTERN (D-PLAN)

Submit to the Registrar's Office, 105 McNutt, or Registrar@Dartmouth.edu

(Must be complete for review. Petitions received by Monday 4pm will receive notification by Friday of that week. Additional terms not normally granted when graduation requirements are fulfilled. Print clearly. See ORC/Catalog and back of form for more information.)

Request for: (check all that apply)

_____Five-Year Enrollment Pattern
_____More than Twelve Terms Enrolled (must include how many terms, and on attachment indicate which terms).
_____Senior Year Residence Waiver*
_____Request to not be in residence _____(must specify term) which is prior to your last term in residence.
_____Request to not be in residence your last term prior to graduation _____

Student Name: _____Date: _____

Student ID No: _____Class Year: _____HB: _____

The following documents are required and must be attached to this form: (if not included, petition will not be reviewed).

_____A copy of your current D-plan. Go to Banner Student (http://www.dartmouth.edu/bannerstudent) to print a copy.
Circle those terms where you are requesting a change and write your requested change next to that term (see back of sheet).
_____A copy of your major plan in support of proposed enrollment pattern changes. **Note: The Registrar is not reviewing your major plan to see whether you have met your requirements. This is not an approval nor a denial of your major (or minor) plan**. See your department/program to review your major (or minor) requirements.
_____A degree audit. Go to Banner Student (http://www.dartmouth.edu/bannerstudent) to print a copy. **Note: The Registrar is not reviewing your degree audit to see whether you have met your degree requirements. This is not an approval nor a denial of your degree requirements plan**. See your advisor(s) if you have questions about your general education or degree requirements.

Depending on circumstances and the nature of the request, the petition may include a letter of support.
Reason for request:

Student's Signature _____

*NOTE: Students who request this exemption are encouraged to review their degree requirements with their faculty advisor and dean.

Students are strongly encouraged to seek counsel from appropriate college officials in the International Office, PE Department, Financial Aid Office as well as their dean and academic advisors to ensure that they are fully aware of the impact of making this D-plan change.

Reviewed by (Registrar's Office)_____Date_____

----------**DO NOT WRITE BELOW THIS LINE**----------
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Approved:_____ **Comments: REMINDER: IF THE APPROVED BOX IS CHECKED NOTE IT IS AN APPROVAL FOR A D-PLAN CHANGE ONLYAND DOES NOT GUARANTEE HOUSING, FINANCIAL AID, ETC. IT ALSO IS NOT A REVIEWOF DEGREE REQUIREMENTS OR VISA STATUS.**

Not Approved: _____ **Comments:** _____

See other side of form for additional information

REMINDERS

- This form must be complete for review. If there are items missing then it will be held until the needed documents are provided.
- The Registrar's Office reviewed petitions weekly. The typical review period is that petitions received by Monday at 4 will be reviewed in time for students to receive a response by Friday of that week. (Please note that we receive close to 1,000 petitions per year.)
- Students who have met graduation requirements are normally not approved for additional terms. Students who have applied for graduation will be included on the graduation list if they have met graduation requirements.
- Review the ORC/Catalog for more information about requirements.
- International students and students who receive financial aid are particularly encouraged to speak with officers in the appropriate offices before they make a D-plan change.
- This is a petition for an enrollment (D-plan) change ONLY. If you write in other information do not assume that you are receiving approval, for example if you state that you require housing or ask a question about a requirement, the signature on the form does not signify approval.

D-PLAN CODES

R = residence (enrolled in courses in Hanover)

O = off-campus program [Dartmouth FSP (foreign study program) or LSA (language study abroad program)]

X – exchange program (one of the Dartmouth exchange programs for which you applied through Guairini Institute)

T = transfer (transfer term from a pre-approved institution)

L = leave (vacation, employment or internship)

FIVE YEAR AND MORE THAN TWELVE TERMS IN RESIDENCE

"Five year patterns will not normally be approved until a student has progressed at least well into the sophomore year and has filed a major plan." "Scholarship students continue to receive aid throughout their undergraduate years, **up to a maximum of twelve terms**, as long as their need continues."

SENIOR YEAR RESIDENCE WAIVER

"Exemptions from this senior years residence requirement will be made only when it can be demonstrated that such a change will significantly enrich the student's academic program, as, for example, through participation for a term in a Dartmouth-sponsored Off-Campus Program, or to avoid a serious personal or health problem……Senior waiver petitions must be accompanied by revised major plans."