



## Request to submit a transfer term application after the deadline date

|               |                   |                   |
|---------------|-------------------|-------------------|
| Name: _____   |                   |                   |
| Net ID: _____ | Class Year: _____ | Hinman Box: _____ |

**Important information:** Only students with significant extenuating circumstances out of their control may submit a transfer term application after the deadline date as established by the Committee on Instruction (COI). A change of plans related to employment or internship, failure to attend to degree progress, or inattention to deadlines do *not* qualify. Note that faculty committees, which include the COI, meet fall, winter, and spring terms only when classes are in session. Therefore, other institutions' applications or payments may not line up with a late transfer term application review timeline.

**Guidelines:** Obtain and attach the documentation listed below and submit it with this completed form to [Registrar@Dartmouth.edu](mailto:Registrar@Dartmouth.edu). The Registrar's Office will organize the materials and forward them to the Committee on Instruction (COI) subcommittee for their review. Incomplete requests will not be reviewed.

**Attachments:**

1. Your typed explanation of the significant extenuating circumstances for your request to apply for a transfer term after the deadline date. Include: (a) why you missed the deadline (b) why you cannot attend a future term and apply within the upcoming deadline date (c) what institution/program you would like to attend and (d) for which term.
2. Support from a College faculty/staff member familiar with your situation. (Note: Do not ask the COI or Registrar to contact them on your behalf.)
3. Your completed [transfer term](#) application with the required materials

You will be notified by email from the COI of their decision.

**I have read the important information and attached the appropriate documentation.**

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