DARTMOUTH

PETITION TO WITHDRAW FROM A COURSE AFTER THE DEADLINE

Return to the Office of the Registrar, 105 McNutt Hall
Registrar@Dartmouth.edu | 603-646-2246

Students may petition the Committee on Withdrawal to withdraw from a course during the last ten class days of a term. Consult the ORC/Catalog for specific regulations.

Name:		
Net ID:	**Class Year:**	**Hinman Box:**

Course Number & Title: *(Ex: MATH 003 section 02 Calculus or PHIL 80.18 Beauty)*	**Term:**
Instructor Name:	

Guidelines: Please attach all appropriate documentation when you submit this form to the Registrar's Office.

1. **Please provide a detailed, typed description of the events that happened on or after the course withdrawal deadline that are contributing to your request to withdraw from this course.** *Poor performance in a course alone is not regarded as a valid reason for petitioning to withdraw after the deadline has passed. Petitions that are based on an anticipated grade will not be approved.*

2. **Students are allowed three terms in which they are enrolled in two courses. Students matriculating after the first year are allowed fewer two course terms. Transfer students should consult the ORC.**

How many terms have you been enrolled in two courses? ☐

Did you matriculate as a transfer student?

☐ Yes
☐ No

Have you been approved for additional two-course loads?

☐ Yes. I have been approved for ongoing 2-course terms.
☐ Yes. I have been approved for an additional 2-course term in this term.
☐ No. I have not been approved for additional 2-course terms. ***If you have met your allowed 2-course terms and you have not been approved for additional 2-course terms, you must submit a petition for an additional 2-course term.**

Important information:

- Given that your petition may or may not be approved, continue to engage in the course until you are informed of the Committee's decision.
- The final meeting of the Committee on Withdrawals is the last business day before final exams begin. Petitions to withdraw from a course after the deadline will not be reviewed after the last meeting of the Committee on Withdrawals.
- If your petition is not approved you may appeal to the Committee on Standards (COS) Subcommittee within seven days of notification of the denial. The COS will not simply reconsider the original decision of the Committee on Withdrawal. You must provide additional information not available at the time of the original petition.

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

Typing your full name on the signature line constitutes an electronic signature.

Student Signature: _____ **Date**: _____

Undergraduate Dean Signature: _____ **Date:** _____

(Note: Undergraduate Dean signatures may be digital, but they may not be typed)