



## PETITION FOR CHANGE IN ENROLLMENT PATTERN (D-PLAN)

<b>Name:</b>		
<b>Net ID:</b>	<b>Class Year:</b>	<b>Hinman Box:</b>

**Guidelines:** Before you submit this form to the Registrar's Office, obtain and attach all appropriate documentation.

1. Request for (check all that apply):

- Five+ Year Enrollment Pattern\***
- Senior Year Residence Waiver (check one):**
  - Request Leave** \_\_\_\_\_ **prior to my last term in residence.**  
(term[s])
  - Request Leave my last term prior to graduation** \_\_\_\_\_  
(term[s])
  - Request early graduation. Change graduation term to** \_\_\_\_\_  
(term[s])

**More than Twelve Terms Enrolled** \_\_\_\_\_.  
(term[s])

- a. **\*Five- Year Enrollment Pattern:** Students may enroll the summer after their senior spring without petitioning. It will not be considered a fifth (5<sup>th</sup>) year.
- b. **\*More than Twelve Terms Enrolled:** Students may enroll for thirteen (13) terms without petitioning if one of the thirteen (13) terms in residence was/is the First-year Summer Term or Junior Summer Term.
- c. **\*Senior Year Residence Waiver:** If students can complete their graduation requirements in ten terms or less, the senior residence requirement does not apply to them. A petition to waive the requirement is not necessary, however, students must inform the Registrar's Office of their intent to change their D-plan.

2. Attachments

- Explanation of the reason for your request.**
  - a. Depending on circumstances and the nature of the request, the petition may include a letter of support. You may want to, or be asked to provide a supporting document from an appropriate professional (e.g. advisor, health provider, financial aid).

From Banner Student (<http://www.dartmouth.edu/bannerstudent>):

- A copy of your current D-plan** (*Circle those terms where you are requesting a change and write the appropriate code next to that term. See back page for D-plan codes.*)
- A printout of your degree audit**
- A printout of your approved major plan in support of your proposed D-plan** (*printed from your Dartworks Dashboard*)

3.  **I have reviewed the important information on the back page of this petition form.**  
 **I understand that if my petition is approved, it is an approval for a D-Plan change only and does not guarantee housing, financial aid, etc. It also is not a review of degree requirements or Visa status.**

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



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### Important information:

- “Exemptions from this senior year 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.”
- “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.”
- 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.
- 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.
- This form must be complete for review. If there are items missing then it will be held until you provide the needed documents.

### 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 Guarini Institute)

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

**L** = Leave (vacation, employment or internship)

FOR OFFICIAL USE ONLY	
<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Not Approved</b>
<b>Comments:</b>	
Reviewed by (Registrar’s Office)	
	Date _____