



## 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 faculty 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.

**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 review them on behalf of the COI.

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 Registrar's Office, on behalf of the COI, the petition decision.

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

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