



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

2.  **Check here if you plan to seek a Bachelor of Engineering (BE)**

[Admission to the BE program](#) is through Thayer School.

Note: While a student may start taking courses toward their BE requirements at Thayer when enrolled as an undergraduate student, they may not matriculate at Thayer as a graduate level student until they have completed their AB degree requirements.

3. Attachments – include the following:

- Explanation (typed, not handwritten)**  
You may decide, or be asked to provide a supporting document from an appropriate professional (e.g. advisor, health provider, financial aid).
- 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 page 2 for D-plan codes.*)
- A copy of your DartWorks degree audit**
- A copy of your approved major plan** (*printed from your Dartworks Dashboard*)

4. **I have reviewed and understand:**

- the information on page 2 of this petition form.**
- 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.”
- Regular admit aided students continue to receive aid throughout their undergraduate years, **up to a maximum of twelve terms**, if their need continues.
- Students who have or will have met their graduation requirements after 12 terms (transfer students after their allotted number of terms), are not approved for additional terms.
- Students who meet their graduation requirements are expected to apply to be graduated and will be included on the graduation list. It is up to <them and to> any student who wishes to graduate at other than the usual time to inform the Office of the Registrar and their major department or program of this intention.
- 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 before it will be reviewed. If there are items missing, then it will be held until you provide the needed documents.
- The deadline to submit a change of enrollment petition is one week prior to the final day of classes. Consult the term calendar for specific deadline dates. Students are encouraged to submit petitions earlier in the term if they wish to receive a response prior to the end of the final exam period.

### 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>
Comments:	
Reviewed by (Registrar’s Office)	
	Date _____