

How to Petition the Academic Affairs Committee

AAC Petition Cover Sheet

The Academic Affairs Committee is comprised of members of the Faculty, students, and the registrar, in consultation with the Office of Student and Community Life and the Dean of Faculty's office. The Committee meets once a week during the Fall and Spring semesters to review student petitions.

Please check the box below indicating which type of petition(s) you are submitting.

Late Add

Late Drop (select a reason below)

Late Withdrawal

Permission for reduced academic load

Other

Please read the full instructions given for each type of petition and include all required materials with your petition! **Incomplete petitions will not be reviewed by the committee** until all required information is submitted.

Name:

Student ID:

LATE ADD/DROP FORM WITHDRAWAL FORM



Trinity College
OFFICE OF
THE REGISTRAR

INSTRUCTIONS FOR THE STUDENT: This form must be signed by you and your faculty advisor and returned to the Registrar's Office. If you wish to add a course after the Add/Drop Period, you must obtain the permission of the Academic Affairs Committee. The deadline to withdraw from a course is the mid-term of the semester. If you wish to withdraw from a course after the Add/Drop Period and before the withdrawal deadline, you will be assigned the non-punitive grade of "W." Failure to withdraw formally from a course in which you are registered will result in the grade of "F."

STUDENTS ARE FINANCIALLY RESPONSIBLE FOR WITHDRAWN COURSES.

STUDENT'S NAME		STUDENT I.D.	CLASS YEAR	YEAR/TERM
LAST	FIRST			

CLASS NO.	DEPT. & NUMBER	SEC.	COURSE TITLE	COURSE CREDIT	INSTRUCTOR'S SIGNATURE REQUIRED

CLASS NO.	DEPT. & NUMBER	SEC.	COURSE TITLE	COURSE CREDIT	PRINT INSTRUCTOR'S NAME

REQUIRED APPROVALS	
STUDENT'S SIGNATURE	DATE
ADVISOR'S SIGNATURE	DATE
REGISTRAR'S SIGNATURE	DATE

Student acknowledgment

A late drop or course withdrawal may have consequences beyond the enrollment status of one particular course, e.g. incurring academic probation for low semester credit enrollment, implications for financial aid, sports eligibility, international student visa status, etc.

Advisor acknowledgment

By checking the box at left, you indicate that these potential consequences have been discussed and acknowledged as a result of a successful petition to drop or withdraw from the course(s) listed above.

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Late add

If you are requesting to add a course, you must submit the following:

X	Required materials	Must include
	Petition letter	Exactly what course (section, semester, instructor) you would like to be added
		Exactly when you began or will begin attending the course
		Why the course was not added prior to the end of the add/drop period
	Completed course override or special registration form	All required signatures
	Statement/Email from instructor	Brief info on any work needed from the student to make up for missed material

Please note that designating a course pass/low pass/fail after the add deadline is not an option.

If you exceed 5.75 credits for the semester with the added course, you will incur a **significant tuition surcharge**. Please consult the Student Accounts Office for more information.