

# 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STUDENTS ARE FINANCIALLY RESPONSIBLE FOR WITHDRAWN COURSES.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.

# How to Petition the Academic Affairs Committee

## Late drop

A “drop” results in complete removal of the course from the transcript. A “withdrawal” results in a grade of W and the course will count towards “credits attempted” on the transcript. Drops are typically **only available during the withdrawal period**; after that, a late withdrawal is available. Both late drops and late withdrawals are typically used for courses in the current semester only.

Students should **keep attending class** until notified of the decision of the Academic Affairs Committee.

**Poor performance is NOT a sufficient reason to request a drop or withdrawal!**

Petitions to drop courses are considered under the following conditions:

### 1. Student never attended class

X	Required materials	Must include
	Petition letter	Exactly what course (section, semester, instructor) you would like to be dropped
		Why the course was not dropped prior to the end of the add/drop period
		A statement that you never attended the course
	Statement/Email from instructor	Verification of non-attendance

### 2. Instructor or department recommends a different level of the same class or a different designation for the same work (e.g., a shift from a thesis to an independent study or vice versa).

X	Required materials	Must include
	Petition letter	Specific explanation of the change requested (what course/section/instructor would be replacing which other course/section/instructor)
		Explanation of how the change would affect other factors (completion of a major, language requirements, etc.) if any may be involved
	Verification	When a level change or different designation of the same work, provide a brief statement of support from the instructor or department chair

## How to Petition the Academic Affairs Committee

### Late drop (cont.)

3. **Extenuating circumstances, which include, but are not limited to, verified, wholly unusual or unforeseen difficulty of the magnitude of serious illness or death in the immediate family**

o **FIRST:** Meet with a representative from the Dean of Students office who will advise you on the procedures and criteria for petitioning. The representative will provide to the committee a summary of their meeting and what options were discussed (Incompletes, withdrawal from the college, seeking tutoring, etc.).

X	Required materials	Must include
	Petition letter	The course name(s), number(s), section(s), year, and instructor(s) for which the petition applies
		The reason for the petition (e.g., the circumstance that necessitates a drop)
		Explanation of the timing of the petition (why a petition is being submitted now rather than dropping during the add/drop period)
	Verification (medical)	Documentation speaking to timing and effects from a medical professional is required for medical reasons ( <b>submitted directly to the Dean of Students for confidentiality</b> ).
	Verification (non-medical)	Documentation related to the timing and effects of the non-medical circumstances (and potentially letters from your instructor, advisor, etc.). <b>Confidential materials must be submitted to the Dean of Students.</b>
	Statement/Email from instructor	Brief info on any work needed from the student to make up for missed material
	Completed Late Add/Drop form <i>(attached)</i>	All required signatures
		All required acknowledgments of potential consequences of the drop