

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STUDENTS ARE FINANCIALLY RESPONSIBLE FOR WITHDRAWN COURSES.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 |
|-----------|----------------|------|--------------|---------------|---------------------------------|
| | | | | | |
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| | | | | | |
| | | | | | |

| 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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Petition for reduced academic load

Trinity students typically earn between 4.00 and 5.75 credits each semester; earning fewer than four credits results in academic probation. In rare cases, students in good academic standing may be granted permission to take a reduced academic load (take fewer than four course credits) without incurring academic probation. The **typical reduction is for 1.0 credit**, allowing a semester total of 3.00 credits without penalty.

Petitions for reduced academic load will be considered under the following circumstances:

1. **A course is being repeated**, typically to satisfy a college or major requirement, but does not count towards semester credits. The resulting four-course schedule would therefore put the student below 4.00 credits.

| X | Required materials | Must include |
|---|------------------------------|--|
| | Petition letter | Request for reduced load (be specific about the semester and total credits planned) |
| | | Explanation of which course is being repeated and why |
| | | What other courses/credits will be taken in the semester if the petition is successful |
| | Unofficial transcript | All courses up to upcoming semester |
| | Statement/Email from advisor | Support for petition (in lieu of signature) |

2. **A second-semester senior is undertaking an academically-relevant activity** outside of regular course work and does not need the full credit load for graduation requirements. **Please note:** writing a senior thesis, conducting a job search, or studying for graduate school admissions exams do not constitute sufficient reasons for part-time study, nor does having reached the number of required credits for graduation.

In this case:

PLEASE SEE THE SUPPLEMENTAL INSTRUCTION SHEET ON THE REGISTRAR'S SITE FOR PETITION DETAILS.