



Enrollment Services
125 Michigan Avenue NE
Washington DC 20017
202.884.9530 fax: 202.884.9524
EnrollmentServices@Trinitydc.edu

Petition for Schedule Adjustment after Registration Deadlines

Trinity has registration deadlines that apply to all students. These deadlines ensure that all students are treated consistently and fairly. All students are expected to be aware of deadlines published each semester and to add and drop courses during the schedule adjustment period for each session and to withdraw from courses before the withdrawal deadline.

- When a student **drops** a course during the schedule adjustment period, the class is removed from the transcript and all charges for that course are dropped. Once the schedule adjustment period has passed, a course may not be removed from a student's academic record for any reason, but students may still withdraw from a course at any time up to the deadline for withdrawal from all classes.
- When a student **withdraws** from a course, a designation of "W" (Withdrawal) will appear on the student's transcript and the student is responsible for tuition.
- Both dropping and withdrawing may result in a reduction or complete cancellation of financial aid that has already been awarded.

Occasionally, due to an extenuating or unusual circumstance, it is appropriate to allow a student to make a schedule adjustment after the deadline. You may submit a petition to add, drop or withdraw from a course if you have missed a deadline because of an extenuating or unusual circumstance. By submitting this petition, you are requesting that your circumstances be considered in order to have your schedule adjusted. An unusual or extenuating circumstance is normally a situation that was outside of your control, such as a serious illness or a death in your family.

Procedure:

- Step 1: Consult with your advisor and discuss how a schedule adjustment will impact your academic progress and your ability to accomplish your goals. Make sure that the adjustment is one that is in your best interests academically and that you understand how it will affect your academic plan.
- Step 2: Consider the financial implications of a schedule adjustment with a counselor in Enrollment Services. If your appeal is approved, will your financial aid be reduced or cancelled? Will you have to repay a financial aid disbursement check? Will your tuition charges be increased or decreased? Make sure you understand your financial situation before submitting your appeal.
- Step 3: Turn in the Petition for Schedule Adjustment to the Enrollment Services Center in Main 154. Please be sure to attach documentation for your situation.

OR

You may send an email from your Trinity email account to EnrollmentServices@Trinitydc.edu, including the information on the back of this form and attaching your documentation. (Please do not include your social security number in emails.)

- Step 4: You will receive an acknowledgement at your Trinity email that your petition has been received. Your petition will be reviewed by the Provost, who will also consult with your academic advisor and course instructors if appropriate in determining whether to approve your request.
- Step 5: You will receive a response to your request at your Trinity email. The response will let you know if your request was approved or denied.



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Name: _____ **ID or SS#:** _____

Permanent Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Day Phone: _____ **Evening Phone:** _____

Appeal is for Term (circle one): **Fall / Winter / Spring / May / Summer** **Year:** _____

Course ID	Section	Session	Title	Date You Began Attending	Last Date You Attended	Action Requested (Add, Drop or Withdraw)

Please explain below what circumstance led you to miss the deadline to adjust your schedule. Attach documentation for your circumstance (for example, a letter confirming medical treatment). You may use a separate sheet if necessary.

I request that my schedule be adjusted as noted above. I certify that the information provided in this petition is true. Information submitted here is governed by the Honor System. Failure to be truthful is considered a violation of the Honor Agreement, and will result in sanctions and possible dismissal from the University, as determined by the Dean of Students.

Student Signature: _____ **Date:** ___/___/_____