



Undergraduate Deans Office

Student Academic Support Services Center
Dartmouth College
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REQUEST TO RETURN FOLLOWING TIME AWAY FOR MEDICAL REASONS

Name _____ Class Year _____
Dartmouth ID _____ Date _____
Address (complete mailing address at which you can be reached)

Phone number _____ Term you hope to return _____
Alternate e-mail address _____

- Students looking to return from Time Away for Medical Reasons (TAMR) are required to provide medical documentation. The [Time Away Director](#) is available to help you secure the medical documentation needed to support your request to return. Please review the information on our [website](#) if you have any questions
- All return materials, including this return request form and any supporting documentation, must be submitted to the Time Away Director by the appropriate deadline for the term you wish to return (deadlines are available [here](#)). You can also send this return request form directly to your dean or to the Undergraduate Deans Office at undergraduate.deans.office@dartmouth.edu. All medical documentation should be sent to the [Time Away Director](#). Students who submit incomplete materials or materials that are not received by the deadline will not be approved for return.
- **All supporting medical documentation must be received by the Time Away Director at least two weeks in advance of the return deadline.** Students should begin discussions with the Time Away Director well in advance of the deadline.
- All **financial balances** must be resolved, or a payment plan must be established with Campus Billing and DartCard Services by the return deadline.
- Returning students are eligible to move onto campus the day residence halls open for their term of enrollment.
- Your return request will be reviewed by the Undergraduate Deans Office. Your responses to the questions below should be candid and complete.

1. In the space below or on a separate attachment, reflect on your overall academic and/or personal experience during your time at Dartmouth before your time away. From your perspective, what were the factors that contributed to you taking time away from school?

5. Please share your plans for completing a major, your language requirement (if not already satisfied) and your credit count. To the best of your ability, indicate the classes you plan to take in your first two terms after returning. It is helpful for us to have the course name and term. Check the ORC to confirm the term(s) in which the course is typically offered.

6. Returning students are asked to share their intended D-Plan with the Registrar's Office. Please provide your desired D-Plan below, **beginning with the term for which you are requesting return** and keeping in mind the D-Plan rules for your original class year (available in the ORC [here](#)). The Undergraduate Deans Office will share this information with the Registrar if/when your return is approved.

If you do not provide a D-Plan, the Registrar will assign you a default enrollment pattern based on your credit count. Please note that students can make changes to their D-Plans. If the changes require an exception to a D-Plan rule, students will be asked to submit a [petition](#).

Academic Year	Fall	Winter	Spring	Summer

R=Resident: In residence taking courses or studying for Dartmouth credit on an off-campus or exchange program

L=Leave: Not enrolled in courses for Dartmouth credit; time away for employment, time off, internship, or transfer courses

Signed: _____ Date: _____

For office use only:

Time Away Director ____ OVIS ____ Housing ____ Athletics ____

Date received: _____

Date Time Away Committee recommendations received: _____

Date confirmation letter sent to Time Away Director: _____

Academic status at time of withdrawal: _____

[Choose one: Good Standing / Risk / Warning / Probation / Cont. Pro. / With Prejudice / Questionable Standing]

First Year Status (Yes or No): _____

Completed Course Count: _____

Dean: _____

COS/Title IX Case Pending? (Yes or No): _____

Reviewed by: _____

Reassigned Dean: _____

If return is denied, brief rationale: