



Request for an exception from the residency requirement for Guarini School graduate students

Applies to:

Graduate Students enrolled in Guarini School PhD, MS, MA, MALS, or MFA programs.

Note: students are **not** required to complete this form if their program has a program wide exception that has been approved by the Guarini School. In such cases, students should follow their program's procedure for securing approval to enroll remotely and notifying the Guarini School, who will notify OVIS, as appropriate.

Purpose of this form:

This form is to request permission at least 30 days in advance for an exception to be granted from the [Guarini School Residency and Enrollment policy](#) to graduate students demonstrating a documented rationale to be enrolled at Dartmouth from a remote location for an extended period of time (defined as being absent from campus cumulatively for four calendar weeks or more during a term).

Students should provide a documented rationale describing the need for the remote enrollment, e.g. for fieldwork or research that needs to be conducted remotely. The program should approve that it is possible for the student to maintain satisfactory progress towards degree while being enrolled remotely.

Students can request extensions by submitting a new request at least 30 days prior to the expiration of any previous exception that has been granted.

This form also indicates which courses the student will be enrolled in, and confirms that the student's research advisor (if applicable) and graduate program are aware of the student's remote enrollment, approve of the documented need to be away from campus, and that the student can continue to make satisfactory progress towards degree while enrolled remotely.

Once the Guarini School receives, reviews, and approves the completed form, signed by all parties, copies will be sent all parties.

Graduate students should also refer to the [Policy on Limits on Remote Adjustments for In-Person Courses](#) and how it might apply to their particular situation.

Notes for international students:

Once complete, the Guarini School will forward the approved form to OVIS.

OVIS must register international students in the government's SEVIS database for each academic term. SEVIS registration includes verification of full-time enrollment and current U.S. address. When a student has approval to be outside the U.S. and will continue to be a full-time, enrolled student, OVIS can maintain the SEVIS record using the graduate research abroad indicator.

Stipend receiving students must maintain a US bank account in order to receive stipends while out of the country.



DARTMOUTH
Guarini School of Graduate
and Advanced Studies

**Request for an exception from the residency requirement for
graduate students in Guarini School programs**

Date:

Name:

ID #:

International student: Yes No

Graduate program/degree:

Expected period of remote enrollment (note, this is normally limited to a maximum of one term. Extensions beyond one term require filling out a new form):

Please document your rationale for your need for remote enrollment for an extended period of time:

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Indicate the courses (number and name) you will be enrolled in while remotely enrolled:

As applicable, please provide details for the remote enrollment/research plan, as well as expectations agreed upon with your research advisor (e.g. attend group meetings remotely, regular check-ins, etc.):

Student signature:

Date:

Research Advisor's Name and Signature (if applicable):

Name:

Signature:

Date:

Graduate Program Director Name and Signature: Name:

Signature:

Date:

Please complete everything above, and forward with all signatures to the Guarini School Registrar for review and final approval.

Guarini School of Graduate and Advanced Studies

Signature:

Date:

Approved copies of this form will be sent to the parties above, and for international students, also to OVIS.