

Newcomb-Tulane College (NTC) Changes in Enrollment Status

Students may drop or withdraw from courses before the last day to withdraw as listed in the [academic calendar](#), provided they maintain full-time enrollment (12+ credit hours). All other changes to enrollment status require an exception. Students requesting exceptions must submit an enrollment change petition, detailed below.

Enrollment Change Petitions (Non-Medical)

Request for enrollment change petitions are for students who faced a non-medical circumstance that arose or significantly changed after the standard withdrawal deadline and prevented timely action. Exceptions are reserved for unforeseeable circumstances. All petitions must be submitted **prior to the last day of classes** noted on the academic calendar for the immediate semester affected. Petitions for past semesters are not eligible for review.

Eligible reasons to petition:

- Changing to part-time status (below 12 credit hours) for a non-medical reason. Seniors seeking part-time status in their final semester should contact their college advisor.
- Personal LOA after the last day to withdraw.
- Dropping or withdrawing from a course after the last day to withdraw.

Not eligible for review:

- Petitions submitted after the last day of classes.
- Petitions related to poor academic performance or course dissatisfaction.
- Removal of previously earned "W" grades.
- Course issues related to an Honor Board violation (these will be reported to the [Office of Academic Integrity](#)).
- Medical withdrawals. Submit these requests through [CMVSS](#) or your college advisor per the medical withdrawal guidelines.

How to submit: Contact your [college advisor](#) to access the petition form.

Decisions are final. The NTC dean or designee reviews qualifying petitions. Students are notified via Tulane email within approximately 15 business days. Petitions are reviewed bi-weekly during the academic year; monthly during summer.

Transcript Notations for Dropping a Course or Taking an LOA:

- *Before the last day to drop without record:* No notation
 - *After the last day to drop without record but before the last day to withdraw:* "W" appears on transcript
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Financial Aid and Housing Considerations

Enrollment changes can affect financial aid, housing and other university services. Students are responsible for understanding these impacts before withdrawing.

- Financial aid and scholarships are based on full-time status. Contact the [Office of Financial Aid](#) before making changes. Review [this document](#) from the financial aid office in full before requesting any enrollment changes.
- Students on part-time status are ineligible for on-campus housing. Students who fully withdraw must complete the [Housing Agreement Release](#) process.
- Dining and other university services may also be affected.

For questions about enrollment change requests, LOA procedures or petition requirements, contact your college advisor.