

Administration Committee Petition Cover Sheet

Please complete and submit this form, and all materials, to Amber Lovely-Lee
(alovelylee@middlebury.edu; X5001) in Enterprise Risk Management in Old Chapel 403

Student Name: _____ Year of Expected Graduation: _____

Date: _____ Dean: _____ Middlebury ID: _____

International Student with F-1 or J-1 Status?*: Yes: _____ No: _____

If checked Yes: Please consult with ISSS before submitting petition

*This information ensures that any Administration Committee decisions that may have implications for a student's visa status are made in consultation with International Student and Scholar Services (ISSS).

Petitions may be submitted to the Administration Committee for the requests below. Please see page 2 for requests formerly reviewed by this committee that are now overseen by other offices.

Please indicate the purpose of your petition below by checking as many categories as apply, and submit the required materials in hard copy or via email to Amber Lovely-Lee (see contact info above). For more detailed information, please visit [go/adminco](https://go.middlebury.edu/adminco).

_____ Late Course Drop for Administrative Error; Exceptional Personal Circumstances; and Significant Injuries and Non-chronic Illness

- If never attended the course: petition, signed drop card, and confirmation from professor that never attended
- If exceptional personal circumstances or related to a significant injury or non-chronic injury (non-disability-related): petition, and confirmation letter from professional caregiver (counselor, physician, etc.) and/or Student Life dean
- If this will reduce your course load to 2 or fewer classes, see "Reduced Course Load for Exceptional Personal Circumstances" below
- Please review the Satisfactory Academic Progress (SAP) policy ([go/sapp](https://go.middlebury.edu/sapp)). If your late drop will compromise your required progress, meet with your advisor and/or Student Life Dean to develop a plan to address this.
- F-1/J-1 visa holders should consult with ISSS before petitioning

_____ Reduced Course Load (<3) for Exceptional Personal Circumstances

- All materials noted above under "Late Course Drop," above, as appropriate
- F-1/J-1 visa holders must also submit a letter of approval from ISSS
- Please review the Satisfactory Academic Progress (SAP) policy ([go/sapp](https://go.middlebury.edu/sapp)). If your reduced course load will compromise your required progress, meet with your advisor and/or Student Life Dean to develop a plan to address this.

_____ Waiver of "Senior Year in Residence" Requirement

- Brief petition
- Completed signed Degree Audit form (see [go/registrar](https://go.middlebury.edu/registrar), Forms)
- Notes of support from academic advisor and Student Life Dean
- F-1/J-1 visa holders should consult with ISSS before petitioning

_____ Permission to Retake a Course

- Petition
- Note of approval from course professor

Late Pass/D/Fail *Invocation* for Exceptional Personal (non-medical/non-disability-related) Circumstances

- Petition
- P/D/F Request Form approved by Registrar's Office (form available at Registrar's Office)
- Confirmation letter from professional caregiver (counselor, etc.) and Student Life Dean as appropriate

Readmission after Academic Failure or Suspension

- See [go/adminco](#) for fall/spring readmission petition deadlines
- After academic failure: Petition, official transcript from accredited college/university with grades of B- or better in four liberal arts courses
- After suspension: Petition, other accompanying documents as required by terms of suspension (see outcome letter)

Reinstatement

- Petition
- If the applicant is a senior seeking reinstatement in order to transfer final credits back to Middlebury, the petition should also indicate a request for a waiver of the Senior Year in Residence requirement (see above)
- Official transcript(s) with credits to transfer

9th Semester / 5th J-term Approval

- Petition indicating reason(s) necessitating this additional semester
- Completed signed Degree Audit form (see [go/registrar](#). Forms), reviewed and signed by Registrar's Office
- Confirmation letter from professional caregiver (counselor, etc.) and Student Life Dean as appropriate
- F-1/J-1 visa holders (in addition to above materials) must email ISSS at (iss@middlebury.edu) to indicate that you're submitting an Administration Committee request for 9th Semester / 5th J-Term Approval, along with a copy of the petition *(Note: It's recommended that you schedule an appointment with an ISSS advisor to discuss the potential implications of the outcome on your visa status/SEVIS record so you're aware.)*

For all other petitions, please consult with Administrative Support Amber Lovely-Lee (X5001; alovelylee@middlebury.edu) or Professor Timothy Billings (X2550; tbilling@middlebury.edu)

To the Office of the Registrar ([go/registrar](#))

- Course additions after the deadline (signed add card required)
- Applying AP credits after the deadline (official score report required)
- Approval of minors after the deadline (signed minor declaration form required)
- Acceleration of graduation date (signed degree audit and approval from ISSS for F-1/J-1 visa holders required)
- Requests for Special Student status for the final semester (signed special student application form and approval from ISSS for F-1/J-1 visa holders required)

To Student Accessibility Services ([go/ada](#))

when based on a documented/diagnosed disability:

- Course drops after the deadline
- Approval for reduced course load (2 or fewer)
- Late invocation of Pass/D/Fail
- Special student status for chronic illness