

Administration Committee Petition Cover Sheet

Please complete and submit this form and all other materials into

[Advocate's Online Care Report](#)

Date: _____

Student Name: _____ Year of Expected Graduation: _____

Class Dean: _____ Middlebury ID: _____

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

If checked Yes: Please consult with ISSS before submitting petition.

Please indicate the purpose of your petition below by checking all categories that apply and submit the required materials into [Advocate's Online Care Report](#).

Late Course Drop for Administrative Error & Exceptional Personal Circumstances

- I. If never attended the course (Administrative Error):
 - a. Petition,
 - b. Signed drop card, and
 - c. Confirmation from professor that never attended.

- II. If exceptional personal circumstances or related to a significant injury or non-chronic injury (non-disability-related):
 - a. Petition,
 - b. Confirmation letter from professional caregiver (counselor, physician, etc.) and/or Class 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](#)). If your late drop will compromise your required progress, meet with your advisor and/or Class Dean to develop a plan to address this.
 - F-1/J-1 visa holders should consult with ISSS before petitioning.

Reduced Course Load (less than 3 courses) for Exceptional Personal Circumstances

- a. Petition,
- b. Confirmation letter from professional caregiver (counselor, physician, etc.) and/or Class Dean
 - Please review the Satisfactory Academic Progress (SAP) policy ([go/sapp](#)). If your reduced course load will compromise your required progress, meet with your advisor and/or Class Dean to develop a plan to address this.
 - F-1/J-1 visa holders need to consult with ISSS before petitioning.
- c. F-1/J-1 visa holders must also submit a letter of approval from ISSS

Grade Change

It is the professor who submits a grade change request, not the student. Grade change forms are filled out by the professor and dept. head/chair from the Registrar's website.

Waiver of “Senior Year in Residence” Requirement

- a. Petition,
- b. Completed signed Degree Audit form (see [go/registrar](#), Forms)
- c. Notes of support from academic advisor and Class Dean.
 - F-1/J-1 visa holders should consult with ISSS before petitioning

Permission to Retake a Course

- a. Petition,
- b. Note of approval from course professor.

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

- a. Petition,
- b. P/D/F Request Form approved by Registrar’s Office (form available at Registrar’s Office)
- c. Confirmation letter from professional caregiver (counselor, etc.) and Class Dean as appropriate.

Late Pass/D/Fail Revocation: Exceptional Personal Circumstances and/or Administrative Error

- a. Petition,
- b. P/D/F Request Form approved by Registrar’s Office (form available at Registrar’s Office)
- c. Confirmation letter from professional caregiver (counselor, etc.) and Class Dean as appropriate.

Readmission after Academic Failure or Suspension

See [go/adminco](#) for fall/spring readmission petition deadlines

- I. After academic failure:
 - a. Petition,
 - b. Official transcript from accredited college/university with grades of B- or better in four liberal arts courses.
- II. After suspension:
 - a. Petition,
 - b. Other documents as required by terms of suspension.

Reinstatement

If the applicant is a senior seeking reinstatement 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)

- a. Petition,
- b. Official transcript(s) with credits to transfer.

9th Semester / 5th J-Term

- a. Petition indicating reason(s) necessitating this additional semester,
- b. Completed signed Degree Audit form (see [go/registrar](#). Forms), reviewed and signed by Registrar’s Office.
- c. Confirmation letter from professional caregiver (counselor, etc.) and Class 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 is strongly recommended that you schedule an appointment with an ISSS advisor to discuss the potential implications of the outcome on your visa status/SEVIS record.**)

Late Credit/No Credit *Invocation*: Exceptional Personal (non-medical/non-disability-related) Circumstances

- a. Petition,
- b. Confirmation letter from professional caregiver (counselor, etc.) and Class Dean as appropriate.
- c. Other supporting documents.

Late Credit/No Credit *Revocation*: Exceptional Personal Circumstances and/or Administrative Error

- a. Petition,
- b. Confirmation letter from professional caregiver (counselor, etc.) and Class Dean as appropriate.
- c. Other supporting documents.

Other

- a. Petition,
- b. Other supporting documents as necessary,
- c. Confirmation letter from professional caregiver (counselor, etc.) and Class Dean as appropriate.

For all other petitions and questions, please consult with your Class Dean and/or the Administration Committee Coordinator (admincommittee@middlebury.edu)

