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
   o 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.
   o 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 (isss@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)