



# Middlebury Institute of International Studies at Monterey

## Petition for Waiver of Academic Regulations

Student's Name (printed): \_\_\_\_\_ ID #: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. In the space below, state clearly your special request. If specific courses, dates, etc., are involved, state them completely. Attach additional pages as necessary.
2. Obtain the signatures indicated in **Signatures Required** below.
3. Return the completed petition to the Records Office.

PURPOSE OF PETITION: \_\_\_\_\_

REASON FOR REQUEST:

\*SEE REVERSE

### **Signatures Required:**

- Petitions for late adds and withdrawals require only the Instructor's signature.
- Petitions for course waivers must be approved by the Program Chair, then forwarded to the CACS Advisor.
- Petitions involving financial policies require signatures from Assoc. Dean Thomas and the Director or Associate Director of Student Financial services.
- All other petitions require the Dean's signature or Assoc. Dean's signature, and may require other signatures, check with the Records Office or your Graduate School.

Instructor \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Language Studies  
Advisor \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Program Chair \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Assoc. Dean Thomas \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Student Financial Services \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

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WITHDRAWAL: Evaluation steps



# Middlebury Institute *of* International Studies at Monterey

## Petition for Waiver of Academic Regulations

### A.6.k PETITION FOR WAIVER OF ACADEMIC REGULATIONS /

Students who wish to be considered for a waiver of any academic policy or requirement for any degree program should obtain a Petition to Waive a Requirement from the Records Office.

The student should specify on the Petition which academic policy or requirement s/he wishes to waive, and why the waiver is necessary and justified.

Signatures of support must be obtained on the Petition from the relevant instructor, if applicable, the program chair, the dean of the corresponding Graduate School, and the chief academic officer. The Records Office shall advise students as to which signatures are required.

A petition for wavier may be granted or denied at the sole discretion of the **chief academic officer**. If granted, the waiver must be filed in the student's file in the Records Office before the waiver becomes official. **Note:** if a requirement is waived, the total number of credits required for graduation in each program is not affected by this waiver, i.e., credit is not given for courses that are waived.

Middlebury Institute of International Studies A.6.k

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If denied by the Dean and Chief Academic Officer, and appealed to the Academic Policy, Standards and Instruction Committee, action of the Committee and signatures are recorded below:

Action:

Date of action:

Signatures of members: