Colby Registrar's Office
ADMINISTRATIVE COMMITTEE PETITION – Cover Sheet
(Please see page 2 for more information)

Name __________________________________________ ID# __________ Date __________

Major(s) __________________________________________ Class Yr _____ Email __________

BRIEF DESCRIPTION OF REQUEST (REQUIRED):

ATTACHMENTS:

_____ Your signed, detailed explanation for this request (required).

_____ A signed statement of support from faculty advisor (required).

_____ A signed statement of support from course instructor (if appropriate).

_____ Additional documents (if appropriate) as follows:

(Supporting statements, if brief, may be written on the reverse of this form, instead of being attached as separate documents.)

Incomplete or unsupported petitions will not be considered by the Committee.

__________________________________________________________

Date of receipt in Registrar's Office ____________________________

Committee action __________________________________________ Date __________
Information for filing a petition to the Administrative Committee

The Administrative Committee considers requests for exemptions or waivers from college regulations. The Committee is composed of administrators, faculty, and students, but only administrators and faculty review these petitions.

Since the written document you submit is the only avenue for “stating your case,” it should be clearly written, comprehensive, and contain all relevant information and supporting documentation. **Be sure to detail any extenuating circumstances, especially those outside your ability to predict or control.**

To assist you in the preparation of your petition, we suggest that you consult your advising dean, who can advise you on your presentation and detail the signatures and documentation which may be needed.

All materials should be submitted to the Registrar's Office, Eustis 201, or emailed to registrar@colby.edu.

Results of the Committee’s deliberations will be sent to you by the Registrar, Secretary of the Administrative Committee.

Revised 1/11/16