

Colby College Office of the Registrar
ADMINISTRATIVE COMMITTEE PETITION

The Administrative Committee considers requests for exemptions or waivers from college regulations. 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. The Administrative Committee meets regularly throughout the academic semester. Please consult with your advising dean regarding petition submission deadlines.

All materials should be emailed to the Registrar’s Office at registrar@colby.edu or submitted to our office located in Eustis 201. Results of the Committee’s deliberations will be sent to you by the Registrar, Secretary of the Administrative Committee.

Name _____ ID# _____ Date _____

Major(s) _____ Minor(s) _____

Class Yr. _____ Email _____

BRIEF REASON FOR REQUEST (Attach detailed explanation for this request in separate letter or email to registrar@colby.edu):

ATTACHMENTS (Please initial each of the following to ensure a complete petition):

- _____ Your signed, detailed explanation for this request (required).
- _____ A signed statement of support from faculty advisor (required, email preferred).
- _____ A signed statement of support from course instructor (if appropriate, email preferred).
- _____ **Additional documents (if appropriate please list)**

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

Date of receipt in Registrar's Office _____