

Colby College Office of the Registrar
ADMINISTRATIVE COMMITTEE PETITION

The Administrative Committee considers requests for exemptions or waivers from college regulations. Please note the following:

- **Attach a detailed explanation for this request.** 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.
- Petitions should be submitted during the semester in which the event occurred. If you are not able to submit the petition in the semester the event occurred, you should do so as soon as possible, but no later than two semesters from the end of the affected semester to file a petition.
- If the reason for your petition is due to medical issues, recent documentation from a treating healthcare provider is required. This documentation should include the specific diagnosis, its presentation or symptoms, and how they affected your performance. The letter should establish whether a treatment plan is in place, the date the treatment plan started and if treatment is ongoing.
- 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.
- If you do not meet the guidelines listed above, please provide details as to why.

Name _____ ID# _____ Date _____

Major(s) _____ Minor(s) _____

Class Yr. _____ Email _____

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

Incomplete or unsupported petitions will not be considered by the Committee. It is the student’s responsibility to ensure a complete petition.

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

- If reason is medical, documentation from treating healthcare provider is required.

____ A signed statement of support from faculty advisor (**required, email preferred**).

____ A signed statement of support from course instructor including current grade in the course (if appropriate, email preferred).

____ **Additional documents (if appropriate please list)**

Date of receipt in Registrar's Office _____

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.