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.
- All other petitions require the Dean's signature or Asst. Dean GSIPM signature and may require other signatures, check with the Records Office or your Graduate School.
- Petitions involving financial policies require signatures from the Dean and the Chief Academic Officer.

Instructor __________________________ Approved _____ Denied _______ Date _________
Language Studies Advisor_________________________ Approved _____ Denied _______ Date _________
Dean ______________________________ Approved _____ Denied _______ Date _________
Asst. Dean GSIPM____________________ Approved _____ Denied _______ Date _________
Chief Academic Officer_______________________ Approved _____ Denied _______ Date _________
(Required for financial policies only)

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WITHDRAWAL: Evaluation steps
Petition for Waiver of Academic Regulations

5.11 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 waiver 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.

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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: