



HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES
University of Michigan

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS

915 E. Washington Street • 0120 Rackham Building • Ann Arbor, MI 48109-1070
734-763-0171 • Fax: 734-936-1809 • E-Mail: oard.questions@umich.edu • www.rackham.umich.edu/OARD

PETITION FOR MODIFICATION OR WAIVER OF REGULATION

The regulations governing the Graduate School are approved by the Executive Board of the Graduate School and appear in the Rackham Graduate School Academic Policies handbook (<http://www.rackham.umich.edu/policies/article/gsh>). Administrative officers of the Graduate School aid the departments and the Executive Board in implementing and overseeing the enactment of these regulations. If a student feels strongly that a particular regulation should be waived or modified, the student should specify, in writing, all pertinent information concerning the request for waiver. All requests must be reviewed and endorsed by the department/program graduate chairperson of the student's program. If approved, the request should be directed to Academic Records and Dissertations. The student and the department/program will be informed of the final action. Please note that submission of petition does not guarantee approval.

Student Name: _____ Program Name/Level: _____

Student Address: _____ Student UM ID: _____
(Number and Street, Apartment)

_____ Phone/E-mail: _____
(City, State, Zip Code)

PROCEDURES FOR SPECIFIC REQUESTS

1. *Request to retroactively add or drop a course:*
When adding a course for a past term, a drop/add form (signed by the course instructor and the graduate chair) and supplemental grade report (signed by the instructor and stamped by the department) must be attached. When dropping a course for a past term, a drop/add form (signed by the course instructor and the graduate chair) must be attached.
2. *Request for extension of time to degree:*
A new deadline (month/year) should be specified along with an explanation of why the extension is needed. An additional memo from the department chair supporting this request and stating that the degree will still be "state-of-the-art" may also be required.
3. *Request for graduate credit for an undergraduate course:*
This petition must include information about what additional work the student will do to be considered for graduate credit, and the course must be at least 400 level.

Use this space to make your request.

Student Signature _____ Date: _____
(MM/DD/YYYY)

PLEASE CIRCLE ONE: **I (do) (do not) support this petition.** (Please attach any additional comments.)

Instructor Signature/Name Printed _____ Date: _____
(MM/DD/YYYY)

PLEASE CIRCLE ONE: **I (do) (do not) support this petition.** (Please attach any additional comments.)

Graduate Chair Signature/Name Printed _____ Date: _____
(MM/DD/YYYY)

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Graduate School Decision:

Rackham Signature _____ Date: _____