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 Academic Policies website (http://www.rackham.umich.edu/policies/). 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 student’s department/program graduate chairperson. If approved, the request should be directed to the Program Manager and, if appropriate, the Office of the Registrar. 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: ____________________________

Student Address: ____________________________  Student U-M ID: ____________________________
(Number and Street, Apartment)  (City, State, Zip Code)

E-mail: ____________________________

PROCEDURES FOR SPECIFIC REQUESTS:
1. Request to retroactively add/drop/modify a course(s) for a previous term:
   When adding/dropping/modifying a course for a past term, a drop/add form (signed by the instructor and the program director) must be attached; if withdrawing for an entire term, a Disenrollment/Withdrawal form is required.

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. A timeline must be included. An additional memo from the program director supporting the request and stating that the degree will still be “state-of-the-art” is also required.

3. Request for graduate credit for an undergraduate course:
   Must include information about what additional work the student will do to be considered for graduate credit. The course must be at least 400 level.

Use this space to make your request.

______________________________  Date: _______ ________ ________
Student Signature                         (MM)  (DD)   (YY)

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

______________________________  Date: _______ ________ ________
Instructor Signature                         Instructor Name Printed  (MM)  (DD)   (YY)

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

______________________________  Date: _______ ________ ________
Program Director Signature                         Program Director Name Printed  (MM)  (DD)   (YY)

Graduate School Decision:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Date: _______ ________ ________
Rackham Signature  (MM)  (DD)   (YY)

Updated 4/16/2014 btm