



HORACE H. RACKHAM SCHOOL OF GRADUATE STUDIES
University of Michigan

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS

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PETITION FOR MODIFICATION OR WAIVER OF REGULATION INFORMATION

The regulations governing the Graduate School are approved by the Executive Board of the Graduate School and appear in the Graduate Student Handbook (<http://www.rackham.umich.edu/StudentInfo/Publications/GSH/contents.html>). All Graduate School policies have been formulated by the Executive Board with one objective: the pursuit of academic quality. This goal requires that the policies be equitably and uniformly applied to everyone. However, the Graduate School does recognize the infrequent occurrence of extenuating circumstances that warrant individual consideration. Rackham Graduate students may petition the Graduate School for a waiver of any Rackham policy.

To do so, you should obtain a Petition for Modification or Waiver of Regulation form; or write a letter or memo to Rackham using the guidelines below.

In completing this form, state in writing all facts that have a bearing on the case you wish to present.

In **all** instances, the request **must** be reviewed and endorsed by your department or program graduate chair.

If the petition involves a course, it **must** also be endorsed by the instructor.

Following the appropriate approval, the petition should be forwarded (along with any additional materials request) for final action to Academic Records & Dissertations.

The student and the department/program will be informed of the final action.

PROCEDURES FOR SPECIFIC REQUESTS

1. *Petitions concerning 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. If petitioning to expunge a course from a past term, a drop/add form (signed by the course instructor and the graduate chair) and a letter from the instructor, on department letterhead, stating that the course was not attended past the third week of classes must be attached. If petitioning to expunge an entire term from your past registration, a withdrawal form (signed by the graduate chair) and a letter from the instructor stating that the course was not attended past the third week of classes 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.

PLEASE NOTE: THIS IS ONLY A PORTION OF THE INFORMATION ON PETITIONS AND POLICIES THAT IS AVAILABLE IN FULL IN THE STUDENT HANDBOOK.