



**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 Graduate Student Handbook (<http://www.rackham.umich.edu/StudentInfo/Publications/GSH/contents.html>). 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.

Student Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Student Address: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

\_\_\_\_\_ Phone/Email: \_\_\_\_\_

Last Enrolled in Rackham: Term \_\_\_\_\_ Year \_\_\_\_\_

**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.

Use this space to make your request.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

I (do) (do not) support this petition. Comments (if any) are attached.

Instructor Signature/Name Printed \_\_\_\_\_ Date: \_\_\_\_\_

I (do) (do not) support this petition. Comments (if any) are attached.

Dept or Grad Chair Signature/Name Printed \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Decision

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rackham Signature \_\_\_\_\_ Date: \_\_\_\_\_