RACKHAM GRADUATE SCHOOL
UNIVERSITY OF MICHIGAN

STUDENT SERVICES: ACADEMIC RECORDS & DISSERTATIONS
915 E. Washington Street • 0120 Rackham Building • Ann Arbor, MI 48109-1070
734-763-0171 • Fax: 734-615-7535
E-mail: oard.questions@umich.edu ◦ www.rackham.umich.edu

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 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: _____

Student Address: _____ Student U-M ID: _____
(Number and Street, Apartment)

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

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 graduate chair) must be attached; if withdrawing for an entire term, a Term Withdrawal form is required. NOTE: Ph.D. students **must** use a *Ph.D. Fall and Winter Term Withdrawal* form in lieu of a *Petition for Modification or Waiver of Regulation* form to drop an entire fall or winter term of registration.

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 department chair 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: ____ ____ ____
Graduate Chair Signature Graduate Chair Name Printed (MM) (DD) (YY)

Graduate School Decision:

_____

_____

_____

_____ Date: ____ ____ ____
Rackham Signature (MM) (DD) (YY)