

## REGISTRATION ADJUSTMENT REQUEST

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

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

U-M ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

To retroactively add, drop, or modify a course in a previous term, a completed Election Worksheet (signed by the instructor and the graduate chair) must be attached. NOTE: Current term adds and drops are initiated by the student on Wolverine Access. Other changes to a course or registration are handled directly with the Registrar's Office. International students should consult with the International Center before dropping courses as this may affect their immigration status.

No changes to a course are allowed after a grade has been assigned.

Request for a retroactive withdrawal after the last day of the term will be considered only for exceptional circumstances in which a student was unable to complete the term and will not be approved for a course for which a grade has been submitted. A request for retroactive withdrawal must be made within 12 months from the end of the term and usually applies to all classes in the term. Attach documentation of compelling circumstances why the student was unable to complete the term and unable to request a withdrawal during the term. At no point after the term has ended will a class be removed from a student's record; if the exception is approved it will remain on the record and noted as "W". A signed completed Term Withdrawal Notice must be attached.

**Please note that submission of request does not guarantee approval.**

Term/Year	<input type="text"/>	<input type="radio"/> Add	<input type="radio"/> Modification (specify below)	<input type="radio"/> Drop (Instructor must enter last date of participation)	
				Last Date of Participation	<input type="text"/>
Subject	<input type="text"/>	Course Number	<input type="text"/>	Section	<input type="text"/>
				Credit Hours	<input type="text"/>
				Modifier	<input type="text"/>
Specify request and reason					

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				Modifier	<input type="text"/>
Specify request and reason					

\_\_\_\_\_ \* Signature denotes approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM) (DD) (YY)

Student Signature \*

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM) (DD) (YY)

Instructor Signature \*

Instructor Name Printed

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM) (DD) (YY)

Graduate Chair (or Designate) Signature \*

Graduate Chair (or Designate) Name Printed

Graduate School Decision & Signature  Date: ____/____/____ (MM) (DD) (YY)	
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