The College expects its students to finalize their academic schedules by the end of the third week in a full term (or second week in a half term). Modifications, however, are approved for a variety of reasons during weeks four through nine of a full term (or weeks three through four and a half of a half term). After the late modification deadline, which is FALL TERM 2016: NOVEMBER 11; WINTER TERM 2017: MARCH 17; SPRING TERM 2017: JUNE 2; SPRING/SUMMER 2017: JULY 7; SUMMER TERM 2017: JULY 28, students must petition for an exception. The Academic Standards Board acts on these petitions.

**PETITIONING REQUIREMENTS FOR A REDUCTION IN CREDIT HOURS**

- The student must present a serious situation that is non-academic
- Circumstances must not have been present throughout the term
- Being too busy with other courses to complete the credit hour requirement does not constitute a reason to modify the course
- A poor grade in the course does not constitute an acceptable reason to modify the course

**DOCUMENTATION EXAMPLES**

- Documented serious illnesses or hospitalizations
- Accidents or Police Reports
- Significant personal dislocations

**PETITIONING REQUIREMENTS FOR AN INCREASE IN CREDIT HOURS**

- The student must present reasons why the course could not have been modified before the deadline
- The student should be able to complete the increased work by the end of the term

**STEPS TO FOLLOW**

1. Complete the student portion of the petition form and the attached drop/add slip
   - Be sure to explain clearly how your situation demonstrates the petition requirements
   - Attach any supporting documentation

2. Consult with an Advisor in the Newnan LSA Academic Advising Center (1255 Angell Hall, 764-0332)
   - Advisor will assess your current overall academic status and the specifics compelling the petition
   - Advisor will help you assess the strength of your petition and consider other possible options in managing your courses
   - Advisor will sign your petition form, indicating that you have had this conversation

3. Visit the instructor of the course you wish to modify
   - Obtain the signature of either your instructor or graduate student instructor
   - Comments by that person are required

4. Submit your petition and all supporting material to the Newnan LSA Academic Advising Center
   - Give the petition to the front desk staff at 1255 Angell Hall, Ann Arbor, MI 48109
   - You must continue meeting all course requirements until notified of an approved petition

**RESPONSES**

- Board committees meet on petitions 4 days per week
- An e-mail answer will be sent within seven business days of submission
- If you have not received an e-mail within four business days, please inquire via e-mail to: academic.standards@umich.edu
- If you do not have access to e-mail, you may call (734) 936-1554
- If your petition is successful, the modification will be recorded on your transcript

**PLEASE KEEP THIS PAGE FOR YOUR INFORMATION**
**PETITION FOR LATE MODIFICATION OF CREDIT HOURS**

**DEADLINES FOR 2016-2017**

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL TERM 2016</td>
<td>DECEMBER 13</td>
</tr>
<tr>
<td>WINTER TERM 2017</td>
<td>APRIL 18</td>
</tr>
<tr>
<td>SPRING TERM 2017</td>
<td>JUNE 19</td>
</tr>
<tr>
<td>SUMMER TERM 2017</td>
<td>AUGUST 15</td>
</tr>
<tr>
<td>SPRING/SUMMER 2017</td>
<td>AUGUST 15</td>
</tr>
</tbody>
</table>

**TERM ________________________**

**DO NOT** fill out this form if you are a GRADUATE STUDENT or RC or HONORS, even if the class you want to modify is in LSA. Instead, contact the advising center of your program and ask them about their MODIFYING policy.

**DO NOT** fill out this form if you are enrolled in any other College, even if the class you want to modify is in LSA. Instead, contact the advising center of your school or program and ask them about their MODIFYING policy.

**Printed Name__________________________________________**

**ID#_________________________**

**Uniqname (e-mail)________________________________________**

**Phone_______________________**

Responses to petitions will be sent via e-mail.

**COURSE YOU WISH TO MODIFY**

<table>
<thead>
<tr>
<th>Class #</th>
<th>Subject</th>
<th>Catalog #</th>
<th>Section #</th>
<th>Section #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am currently registered for this course for _________ credit hours

I would like to change this course to _________ credit hours (total hours you want for course)

**WHAT WILL YOUR CURRENT SCHEDULE BE AFTER THIS CHANGE?**

<table>
<thead>
<tr>
<th>Course (e.g. English 125)</th>
<th>Credit Hours</th>
<th>Course (e.g. English 125)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credits Hours: _________

**WHY ARE YOU ASKING TO MODIFY THIS COURSE LATE?**

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

I have read the above statements and assume full responsibility for whatever effect this change of academic course work may have upon my future program of studies and fees.

__________________________  _______________________
(Student's Signature)        (Date)

(continued)
TO THE ACADEMIC ADVISOR

The conversation with the Advisor is meant to ensure that the student understands the petitioning process, the criteria a successful petition would have to meet, and a discussion of other options the student might pursue. Please make your notes in the student’s file. The Advisor’s signature does not constitute a recommendation or endorsement of the petition request.

Advisor’s Printed Name

Advisor’s Signature

TO THE INSTRUCTOR

Since the student is requesting a late modification of hours of your course near the end of the term, we need your response to the following questions. Please note, that petitions for a decrease in credit hours are rarely approved, and only under serious non-academic circumstances.

- What was the original agreement regarding credit hours for this student?

- Why is a change this late in the term warranted?

- If the student is requesting an increase in credit hours, what additional work will be done to obtain the credit?

- If the student is requesting a decrease in credit hours, what part of the original agreement will not be completed?

- In your opinion can the student successfully complete the course requirements in the time remaining?

INSTRUCTOR/ GSI

________________________________________ E-mail: _______________________ Phone: _____________

(PLEASE PRINT NAME)

_____________________________________________________  Date: __________________________

(SIGNATURE)

FOR OFFICE USE ONLY

Course is offered for _________ hours.

Does course section have specified number of hours? YES NO

If yes, how many hours? _________

Date Received

Approved for Processing

McCullum/department/drop-add/pet for late modification of credit hours/8-15