Petitioning the Academic Standards Board

Students enrolled in the Honors Program, Residential College, or other units/colleges must petition at their own advising offices.

The Academic Standards Board has the authority to consider requests for exceptions to the published academic rules of the College. The LS&A Bulletin describes the rules for the undergraduate degrees. The LS&A faculty have adopted these policies as standards for what constitutes an undergraduate liberal arts education.

The Board considers each request for an exception on its own merit, yet uses guidelines to ensure equity and consistency in the decision process. The petition is your chance to present in writing your best case for why your situation merits a policy exception.

Members of the Board are available by appointment if you do not understand the reasons for a policy or its enforcement.

• The petition is an argument in writing explaining why the Board should make an exception to a rule in this case.

• It should state the specific request and set forth all reasons why the request is justified, including what happened and when.

• Requests involving courses require instructor statements concerning course participation, attendance, and the quality and quantity of work completed. When petitioning to count a course for a specific requirement, you should include a detailed course description and syllabus, along with an explanation of how the course fulfills the intent of that requirement.

Please note: You may e-mail your statement to the Board (academic.standards@umich.edu). If you plan to ask the Registrar’s Office for a tuition adjustment the instructor's statement must be on departmental letterhead. The instructor must include your name, ID number, relevant course, course number, term and the instructor must sign the statement.

• Requests involving illness require medical documentation verifying dates of the health problem.

• Chronology is important and students should try to provide dates as specifically as possible.

The Board meets four times per week to review petitions during the Fall and Winter terms, twice a week during the Spring and Summer half-terms. Petitions are usually reviewed during the next Board meeting after submission. Students will receive an answer via e-mail within five business days of the decision. However, there are periods where the volume of petitions received will extend the time needed to review a submitted petition. Subcommittees meeting once a month review petitions involving exceptions to specific degree requirements (i.e., Area Distribution, BS Eligibility, Foreign Language, Quantitative Reasoning or Race and Ethnicity). If you have not received an e-mail answer within 5 business days after the Board has met, please inquire via e-mail (academic.standards@umich.edu). If you do not have access to e-mail, you may call (734) 764-0332.

Bring or mail the petition to: Academic Standards Board
Newnan LS&A Academic Advising Center
1255 Angell Hall
Ann Arbor, MI 48109-1003

(over for sample petition)
Sample Petition to the
Academic Standards Board

Date

John Doe
1122-3344
jdoe@umich.edu
1234 State Street
Ann Arbor, MI 48109

Dear Members of the Board:

I am petitioning the Board for (state specific request, give course, course number and term if it involves a course) ..............................................

The reason I am making this request is ..............................................

Sincerely,

John Doe

(Attach Documentation)