

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, and 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, and uses guidelines to ensure equity and consistency in the decision process. The petition is your chance to present your case for an exception.

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

- The petition explains why the Board should make an exception. In the explanation, it is important to provide specific dates; timelines of events should be clear.
- It should present the specific request and 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 sent via email from their U-M email account. The instructor must include your name, ID number, course number and section number, credit hours, and term.

- Requests involving illness require medical documentation verifying dates of the health problem. All supporting documentation should be sent as a PDF via email sent to academic.standards@umich.edu.

The Board meets periodically to review petitions. Students will typically receive a response via e-mail within ten business days of submission. If you have not received a response within ten business days after submission, you may inquire via e-mail (academic.standards@umich.edu). If you do not have access to e-mail, you may call (734) 764-0332.

Subcommittees meet once a month to review petitions involving exceptions to specific degree requirements (i.e., [Area Distribution](#), [BS Eligibility](#), [Language](#), [Quantitative Reasoning](#), or [Race and Ethnicity](#)). Each of these subcommittees has a unique form for the waiver or substitution being petitioned.

(over for sample petition)

Sample Petition

Date

First and Last Name
Student ID Number
email@umich.edu

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(and provide a timeline of event(s) if applicable).

Sincerely,

First and Last Name

(Attach Documentation)