REQUEST FOR HONORS ACADEMIC BOARD CONSIDERATION

Members of the Honors Academic Board are authorized by the Faculty Code to help Honors students individualize their programs of study and may, in some cases, grant exceptions to College academic policies and degree requirements. (Note: Residential College students take such matters up with the Residential College Board of Academic Standing rather than the Honors Academic Board.)

A petition should state the specific request and set forth all the reasons why the request is necessary, justified, or helpful to the student’s academic program. Most often the petition should include a supporting statement from a course instructor. This is particularly true if a student is requesting an exception so that a course fulfills an LSA requirement. Requests for retroactive drops and adds also require instructor statements. Instructors should either print their statements on department letterhead or email them directly to Jacquelyn Turkovich at jacqzac@umich.edu.

Other kinds of documentation can be helpful too; for example, verifying work hours or health problems if employment or illness is the basis of the request. In almost all requests relevant chronology is important and students should try to provide dates as specifically as possible. Course syllabi should be include if the student is requesting that a course meet a requirement.

The student should keep these points in mind when writing the petition:

- state the nature of the request;
- explain why the change is wanted, what happened and when;
- explain the role of relevant parties (for example, a misunderstanding between the instructor and the student; incomplete or wrong information given by a University office).

The Board meets every week during the academic year and e-mail responses are usually sent out the same day.
REQUEST FOR HONORS ACADEMIC BOARD CONSIDERATION

__________________________________________________________________________________
Student Name (please print)    Student Signature

UMID# _________________________    Date: _________________________

Local Address: _________________________________________________________________
                     Street     City     State

E-Mail Address: __________________________    Phone: _______________________________

Action Requested:
__________________________________________________________________________________

Please describe below the reasons for this request. Attach additional sheets if necessary.

RETURN THIS FORM TO THE HONORS OFFICE BY 4:00 PM ON THURSDAY TO BE CONSIDERED DURING THE FOLLOWING WEEK'S HAB MEETING