

## PETITION INSTRUCTIONS

Following the guidelines below will allow an efficient processing of your petition. If you have any questions pertaining to completing this form, please visit **517 French Hall** or call **762-3234**.



**E-Mail Option:** You can now receive your petition results letter in your UM-Flint E-Mail account. To choose this option, please check the box on the first page of the petition form. If the e-mail option is elected, you will not receive a letter in the U. S. Mail.

❖ Use **BLACK** ink or a fresh typing ribbon and **print** to complete your petition and maintain its legibility when copied.

- ❖ **The Committee will not review an incomplete petition;** therefore, provide all information in the appropriate spaces which apply to your request. Include dates, course\section numbers, instructor/advisor names, and a clear concise explanation of the circumstances prompting the request. *Additional pages may be attached if necessary.*

- ❖ **Comments and Signatures** are required from the instructor and the advisor if your request involves UM-Flint course work such as adding or dropping a course after the add or drop deadline or withdrawing from a semester. Comments from the instructor (other than checking the "I support" box) are very helpful to the committee - please encourage your instructor to include any pertinent information and/or comments.

For petitions regarding policy issues that do not involve UM-Flint course work, only an advisor's signature is required. Examples of this include withdrawal from a semester, grade forgiveness, credit-hour overloads, request to be a guest student at another institution (see below for additional signatures required), etc.

If there is any question regarding which signature(s) are required to ensure a complete petition, please ask in 517 French Hall or call (810) 762-3234.

- ❖ **Additional Documentation** that supports a request should be attached to the petition. For example, include a doctor's statement or employer's statement on company letterhead to verify medical conditions or changes in work hours.
- ❖ **Additional Forms** may be required in conjunction with the petition. For example:

**Type of Request**

add or drop course  
guest student at other institution  
  
incomplete grade extension  
readmission to university

**Form Required**

Add/Drop Form Signed by Instructor  
Michigan Uniform Undergraduate Guest Application  
Signed by Academic Advisor and Department Chair  
Extension Request  
Petition for Readmission signed by Academic Advisor

- ❖ To enable the Committee to better serve you, please double-check to ensure that you have included all the required documents.
- ❖ The petition, additional forms, and written documentation should be submitted to the Academic Standards Committee office, 517 French Hall.

**Petitioners will be notified of the Academic Standards Committee decision  
two to three weeks after submitting a *COMPLETED* petition.**

## **An Important Letter to Students Petitioning the CAS Academic Standards Committee**

A major function of the Academic Standards Committee (ASC) is to consider petitions from students who wish variances from policies established to maintain the standards of the University and the value of your degree. Following is an incomplete list of common examples of such petitions:

- |   |   |
|---|---|
| <b>*Add a course after the Add Deadline</b>                         | <b>*Drop a course after the Drop Deadline</b> |
| <b>*Withdraw from a semester after semester completion</b>          | <b>*Waive a degree requirement</b>            |
| <b>*Waive a policy regarding number of credits taken off campus</b> |   |

Students should not take such matters lightly. They influence transcripts and thus become a part of the student's permanent University record. Therefore, as with other important applications (Admission to College, Application for Work, etc.) the Committee expects appropriate documentation to accompany a well thought out, well-written petition (proper use of language and spelling; following instructions; neatness, and in-depth comments from your instructor and advisor). Students need to be aware that incomplete petitions (those missing required signatures, those with no clear reasons for request, or those with no supporting documentation, etc.) will cause a delay in processing (while we request the information and you obtain and submit it to the Committee).

Students should be aware that **petitions often are not granted without substantial documentation of serious extenuating circumstances** (i.e. circumstances beyond the student's control). Such circumstances and documentation might include:

Need to drop a class or withdraw from a semester because work schedule ***changes*** conflict with scheduled class time. Documentation must be in the form of a letter (on official company letterhead) from the employer stating that it was the **employer's** requirement that the work schedule be changed. The Committee needs a full explanation of your work schedule change. Employer should provide documentation verifying hours worked, etc.

Need to drop a class or withdraw from a semester because of ***personal problems***. Documentation in the form of police records, doctor's statements, hospital records or bills, and notices or certificates of family members' death are among the official types of written support required. You should be sure your supporting documentation includes specific time frames and indicates the severity of the problem. We realize the serious and delicate nature of these documents and the difficulty sometimes involved in obtaining them. They are necessary, however, and you are assured that your privacy will be maintained.

### **Inadequate Reasons Commonly Given for Petitions:**

"I don't want these grades to affect my grade point average."

"I changed my major, so I no longer need this course."

"I couldn't drop because I would lose...my parents insurance." **or** "...my financial aid."

While these circumstances may be unfortunate, **such reasons are never accepted as sufficient** to rewrite academic history.

Students often petition to drop some fraction of their current or past courses after the drop date (rather than withdraw from the semester). We refer to this as "**selective drop**." For the Committee to look favorably on such a petition, the documentation must demonstrate, for example:

That the extenuating circumstances developed after the drop date.

Why the extenuating circumstances necessitate dropping this course (or courses) but will not interfere with the satisfactory completion of the rest of the courses being taken.

The intent of this letter is not to be an exhaustive guide to petitioning the Academic Standards Committee, but rather to indicate the seriousness with which the Committee views its charge. Again, we require well-written petitions supported by substantial documentation. If you have further questions regarding such matters, visit **517 French Hall** or call **(810) 762-3234**.

Name: \_\_\_\_\_ Student/Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If so, how many hours per week? \_\_\_\_\_

☐ I request that my petition results be sent to me in my UM-Flint e-mail account. If I choose this option, I understand that I will not receive a letter in the mail. UM-Flint E-mail Address: \_\_\_\_\_@umflint.edu

**I hereby petition the Committee to take the following action:**

☐ **Drop -- BOTH instructor and advisor comments/signatures are required on reverse side.**

\_\_\_\_\_ after the \_\_\_\_\_ deadline.  
Dept./Course & Sec. No. Instructor Semester/Year

☐ **Add\* -- BOTH instructor and advisor comments/signatures are required on reverse side.**

\_\_\_\_\_ after the \_\_\_\_\_ deadline.  
Dept./Course & Sec. No. Instructor Semester/Year

**\*Effective Fall 2005: Please note that there is a \$20 fee per course for adding a class after the add deadline. By signing this petition, you acknowledge that you agree to pay the fee.**

☐ **Withdraw -- Withdraw -- Advisor comments and signatures are required on reverse side.**

\_\_\_\_\_ Semester(s) \_\_\_\_\_ Year(s)

☐ **Other -- Instructor and/or advisor comments/signatures are required on reverse side.**

\_\_\_\_\_ appeal, overload, waiver, etc.

Reason(s) for request (**Please provide a substantial explanation and attach any supporting documentation to verify request**): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ I do not wish to have student members of the Committee review my request.

**The Committee requires background information which only you, as INSTRUCTOR and/or ADVISOR, can provide. You may submit your comments using the box(es) below, under separate cover, e-mail the staff secretary (rbrdwrth@flint.umich.edu), or personally contact the Committee chairperson or staff secretary.**

**INSTRUCTOR'S COMMENTS:**

1. ☐ **I support** the student's request. *(Please explain using the questions below.)*  
☐ **I do not support** the student's request. *(Please explain using the questions below.)*
2. Are the reasons stated by the student correct?
3. Can you provide additional pertinent information?
4. If the student's request is to drop your class, will you please discuss the student's attendance and academic performance (specifying grades)?
5. What was the student's grade at the drop deadline? \_\_\_\_\_

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Instructor's printed name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

**Notify me of decision** ☐

**ADVISOR'S COMMENTS:**

1. ☐ **I support** the student's request. *(Please explain using the questions below.)*  
☐ **I do not support** the student's request. *(Please explain using the questions below.)*
2. Are the reasons stated by the student correct?
3. Can you provide additional pertinent information?

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Advisor's printed name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

**Notify me of decision** ☐

**Please return this form to the CAS ACADEMIC STANDARDS COMMITTEE OFFICE, 517 French Hall, when complete. THANK YOU!**

This form and any attachments will be maintained in the ASC files for one year. Upon request, the ASC will let the student see this form in accordance with the Family Educational Rights and Privacy Act of 1974.