



THE UNIVERSITY OF MICHIGAN
COLLEGE OF LITERATURE, SCIENCE,
& THE ARTS

Newnan LS&A Academic Advising Center
1255 Angell Hall
Ann Arbor, MI 48109-1003

Phone: (734) 764-0332
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www.lsa.umich.edu/saa/
academic.standards@umich.edu

Petitioning the Academic Standards Board

The Academic Standards Board has the authority to consider requests for exceptions to the published academic rules of the College. The rules for the undergraduate degrees are described in the *LSA Bulletin*. These policies have been adopted by the LS&A faculty as standards for what constitutes an undergraduate liberal arts education.

The Board considers each request for an exception on its own merit. The Board, however, does use guidelines in order to deal with students' requests in an equitable fashion. The petition is your chance to present in writing your best case for why an exception should be made.

Members of the Board are available by appointment if you do not understand the reasons for a policy or the manner in which it is enforced.

- The petition is an argument in writing explaining why an exception to a rule should be made 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, quality and quantity of work completed

Please note: For Board purposes the statement can be via e-mail (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 on petitions daily and an e-mail answer will be sent within five business days of submission. If you have not received an e-mail answer within 5 days, 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

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

(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 48104

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)