



University of Michigan School of Public Health

Office of Academic Affairs: Registrar's Office

109 S. Observatory, Suite 1700, SPH I, Ann Arbor, MI 48109-2029

734-764-5425, Fax: 734-763-5455, Email: sph.registrar@umich.edu, www.sph.umich.edu/

PETITION FORM

Procedures for Specific Requests:

A. Request to retroactively add/drop a course:

When adding a course for a past term, a drop/add form, signed by the instructor and faculty advisor, and a supplementary grade report, signed by the instructor, must be attached. When dropping a course for a past term a completed drop/add form, signed by instructor and faculty advisor, must be attached.

B. Request to complete an Incomplete grade after the time limit:

Student must explain why the course was not completed within the two full-term time limit. The instructor of the course and faculty advisor must sign this form.

SUBMITTING THIS PETITION DOES NOT GUARANTEE APPROVAL

Student Name: _____ Department Name: _____

Student ID: _____ Program Name: _____

E-mail/Phone: _____

Use this space to make your request. If you need more space please attach a new page to the back of this form.

Student Signature _____
Date

Instructor / Name Printed _____
Date

Faculty Advisor / Name Printed _____
Date

OAA Decision: Approved / Denied **Date:**