Petition of Transfer Credit for Distribution Exception

Instructions:
1. Complete this form and submit to your Ross Academic Advisor. This form is for non-UM courses that have been approved for transfer. To confirm that a course will transfer, check the Office of Undergraduate Admissions Transfer Credit Equivalency Database prior to petitioning for an exception.
2. If petitioning coursework from multiple institutions, please use a separate form for each school.
3. Include the following items with your petition (check off items included):
   - Syllabus/Course description for the course you are taking
   - A printed response to your online Transfer Credit Equivalency Request from the Office of Undergraduate Admissions (if applicable).
4. Watch your Umich email account for a response regarding the determination of your petition.
5. Upon completion of an approved course, request an official transcript to be sent to Ross Academic Services.

Petition Information (please print)

Student Name: __________________________ ID ________ Umich Email __________________________

Institution Name: ________________________________ State: ______

Course One

Course Dept and Number (ex: English 231): ___________ Course Title: ________________________________

Course Format (Select One):  □ In Person  □ Online  Exception Request (select one):  □ HU  □ SS  □ NS/MSA

Course Two

Course Dept and Number (ex: English 231): ___________ Course Title: ________________________________

Course Format (Select One):  □ In Person  □ Online  Exception Request (select one):  □ HU  □ SS  □ NS/MSA

Course Three

Course Dept and Number (ex: English 231): ___________ Course Title: ________________________________

Course Format (Select One):  □ In Person  □ Online  Exception Request (select one):  □ HU  □ SS  □ NS/MSA

TO BE COMPLETED BY OFFICE OF UNDERGRADUATE PROGRAMS ACADEMIC ADVISING TEAM:

Course One Exception:  Approved ___  Approved with Conditions ___  Denied ___

Explanation of conditions or if denied:

______________________________________________________________________________________________________________________________

Course Two Exception:  Approved ___  Approved with Conditions ___  Denied ___

Explanation of conditions or if denied:

______________________________________________________________________________________________________________________________

Course Three Exception:  Approved ___  Approved with Conditions ___  Denied ___

Explanation of conditions or if denied:

______________________________________________________________________________________________________________________________

Submitting Advisor Signature: ___________________________________________________________ Date ___________