

# 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:**

<b>Course One Exception:</b> Approved ___	<b>Approved with Conditions</b> ___	<b>Denied</b> ___
Explanation of conditions or if denied: _____		
_____		
<b>Course Two Exception:</b> Approved ___	<b>Approved with Conditions</b> ___	<b>Denied</b> ___
Explanation of conditions or if denied: _____		
_____		
<b>Course Three Exception:</b> Approved ___	<b>Approved with Conditions</b> ___	<b>Denied</b> ___
Explanation of conditions or if denied: _____		
_____		
<b>Submitting Advisor Signature:</b> _____		<b>Date</b> _____