



Student Name: \_\_\_\_\_ EID: \_\_\_\_\_

Term of admission to EMU: \_\_\_\_\_

Program (Master's degree program only): \_\_\_\_\_

**A) CURRICULUM SUBSTITUTION(S) FOR REQUIRED COURSE(S)**

If a course will be taken **in place** of a designated course in the catalog, please complete this section. The student's uAchieve record will be updated with the new requirement.

Requirement listed in catalog	Course to be taken instead (Subject, Course Number and Title)	Comment

**B) IDENTIFICATION OF COURSES FOR ELECTIVES/RESTRICTED ELECTIVES/COGNATES:**

If course options are not identified in the catalog, the advisor must identify courses that will be used to satisfy these groupings. The student's uAchieve record will be updated.

Course type (e.g. Electives, Restricted Electives, Cognates)	Course to be Taken (Subject, Course Number and Title)	Comment

**C) CURRICULUM WAIVER**

Please waive the following requirement

- i) Minimum course grade: Please allow grade of \_\_\_\_\_ to count for \_\_\_\_\_ course.
- ii) Total hours in the program. Please waive \_\_\_\_\_ hours in this program. (Minimum of 30 hours for the degree must still be met.)
- iii) Individual course: Please waive \_\_\_\_\_ from the requirements for the program due to competency being met. (Minimum of 30 hours for the degree must still be met.)
- iv) Other: \_\_\_\_\_

I understand none of these actions will change the courses on the student's academic transcript. Therefore, any changes processed here will **NOT** impact prerequisite checking.

Student signature: \_\_\_\_\_ DATE \_\_\_\_\_

By signing below, the advisor and department head are approving the student's request.

Advisor printed name: \_\_\_\_\_ E-mail: \_\_\_\_\_@emich.edu

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/School Director Printed Name: \_\_\_\_\_

Department Head/School Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

**RETURN TO [RR\\_GR\\_SUBS@EMICH.EDU](mailto:RR_GR_SUBS@EMICH.EDU) OR 304 PIERCE HALL.**

Office of Records and Registration Approval: \_\_\_\_\_ Date: \_\_\_\_\_