

Adjust Program Requirements Form

Use this form to request an adjustment to your program requirements. Select and complete one or more sections as needed.

Student Name: _____ Student ID _____

Program _____ MS ___ Accelerated MS ___ PhD

___ Requesting a course exception

Use this section to ask that a course be substituted for a required course or to use an elective that requires approval by your advisor. If a substitution, indicate the required course for which the substitution is being made.

Course Number	Course title	Credit hours	Semester & year taken	Substitution or elective?	Required class (if substitution)

Other program exceptions: Describe the exception being requested and *provide a justification*.

Requesting to double-count credits toward BS and MS (Accelerated MS students only)

Use this section for approval of your final list of courses to be double-counted. It may or may not match the list on the accelerated advising plan submitted with your application. 400-level courses (up to 9 credits, if allowed by program and with a grade of B or better) will be copied to graduate transcript.

Course Number	Course title	Semester & year taken	Credit hours	Grade received

___ Requesting to move 400-level courses to graduate transcript (regular MS and PhD students)

Use this section if you need to move a 400-level course (if allowed by program) to the graduate transcript and receive graduate credit for it. Courses must have a grade of B or better. A maximum of 9 credits may be moved.

Course Number	Course title	Semester & year taken	Credit hours	Grade received

Advisor Signature Print Name & Dept Date

Dept. Head (or Program Director) Signature Print Name and Department Date

Dean of Graduate Education Signature Print Name Date