

Description and Instructions ***Program Requirement Change Request***

Description:

Any variations from the student's approved curriculum must be approved in writing by a faculty member, the department chair, and the Dean. The purpose of this form is to request a substitution of a required course for another course or to request a waiver or exception of a course or program requirement.

Instructions:

A Program Change Request form may be obtained online, through the Curriculum and Instruction advising office or directly from an academic advisor.

The top portion of the form is to be completed by the student.

Tips for completing the form:

- Include only one program change request per form.
- Requests for course substitutions of General Education courses cannot be granted using this form. If you would like to request a course substitution of a General Education course, please contact your academic advisor directly.
- Attach the following supporting documentation to assist faculty in making decisions about your request. This should include:
 - Syllabus from course being requested as a substitution
 - Copy of transcript
 - Rationale for the requested substitution or waiver

Return the completed form to your academic advisor for review. He or she will forward it to the appropriate faculty member for consideration. It is strongly recommended that you meet with your faculty advisor (if assigned) to discuss your request before completing the form. If you do not know the name of your faculty advisor, please contact your academic advisor.

Processing:

The academic advisor will review the form for completion and appropriate documentation and forward the form to the appropriate faculty member. The faculty member will forward the form to the department chairperson for review and signature. The department chairperson will forward the form to the Dean's representative for review and final approval.

Approved requests will be entered on the Advisement Report by the academic advisor.

An email will be sent to you by the academic advisor upon confirmation of the decision.

The original will be retained in your permanent file in the Department of Curriculum and Instruction.

If assistance is needed, please contact the appropriate academic advisor at (414) 229-4904.

Program Requirement Change Request

Last Name		First Name	Middle	Campus ID
Street Address			Apartment #	
City		State	ZIP	
Email Address	Phone	Student Status? <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Baccalaureate		
Indicate your program (for example Early Childhood, MCEA, Math, World Languages etc)				

Academic Advisor (see your PAWS account)

Indicate request below.

I would like to waive _____ Requirement

I would like to substitute _____ taken _____ of _____
 at _____ for _____
 Name of University Requirement or course number and name

The following documents must be attached.

- Syllabus of course being substituted _____
- UWM Transcript _____
- Typed reason for requesting substitution or waiver _____

For office use only:

Form and Attachments Reviewed
 Academic Advisor _____ Date _____

Decision: Approved Denied Indicate reason _____

 Faculty Date

 Department Chair Date

 Dean's Representative Date

Data Entry No. _____

____ Course Directive ____ Course Substitution
 ____ Course Waiver ____ Requirement Change
 ____ Transcript Text ____ Other _____

Entered by: _____ Date: _____

Student Informed by: _____ Date: _____