



Office of Records and Registration
 Eastern Michigan University
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**Transfer Credit Equivalency Change/
 Curriculum Requirement Substitution/
 Curriculum Waiver
 Request Form**

Student Name: _____ EID: _____

A) TRANSFER CREDIT EQUIVALENCY CHANGE

Please make the following change(s) to a transfer credit equivalency already on this student's record.

Name of transferring institution: _____

Current EMU equivalency on student's record (e.g. MATH000)	Currently displayed course title	Requested EMU equivalency (e.g. MATH110)

B) CURRICULUM REQUIREMENT SUBSTITUTION

Please make the following substitution to the requirements for the student's major/minor listed below. I understand this will **NOT** change the courses on the student's academic transcript. Therefore, any changes processed here will **NOT** impact prerequisite checking. The student's uAchieve record will be updated so the substitution is available when evaluating graduation progress and degree completion.

Name of major/minor impacted: _____

Requirement listed in catalog (e.g. HRM103)	Course to be taken instead (e.g. HRM000)	Comment

C) CURRICULUM WAIVER

Please waive the following requirement for the student's major/minor listed below.

Name of major/minor impacted: _____

- i) Minimum course grade: Please allow grade of _____ to count for _____.
- ii) Total hours in the major/minor: Please waive _____ hours in this major/minor. (Minimums must still be met.)
- iii) Individual course: Please waive _____ from the requirements for the major/minor due to competency being met.
- iv) Other: _____

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 _____

Office of Records and Registration Approval: _____ Date: _____