Step 1: Make an appointment with an Academic Advisor.
You must meet with an Academic Advisor to discuss your Program Modification request before completing the form. The Academic Advisor will discuss completing the Program Modification form with you (steps 2 and 3 below).

Step 2: What is your request?
In this section of the form be sure to include the names and numbers of all courses involved in your request and explain what kind of modification you are requesting.

For example:
- To ask for one required course in a program to be waived on the basis of previously completed course work
- To ask to substitute a required/elective/option course with another course

Please include course outlines and/or textbook information to strengthen your request. Bring this information to your meeting with the Academic Advisor.

Step 3: Why should your request be granted?
In this section of the form explain WHY you think your request should be approved.

- If there are extenuating circumstances in support of your request they should be mentioned here. For example: “I hope to graduate after first term next year, but this required course will only be offered in second term next year.”

Step 4: Fill out the Request for Program Modification form
Fill out the Request for Program Modification form.