

Guidelines for Completing a Request for Program Modification

Faculty of Human Ecology

Student Standing and Awards Committee

The Student Standing and Awards Committee is composed of a Faculty representative from each department, a representative from the Human Ecology Student Association (HESO), an Academic Advisor and the Dean (ex officio). Your request is submitted to your Department/Program for a recommendation and is then passed to the Student Standing and Awards Committee for a final decision. Decisions are reported to the Human Ecology Faculty Council. The identity of the petitioning student is known only to the Academic Advisor and the Chair of the committee throughout the procedure. You will be notified in writing of the final decision.

Students should note that all requests for Program Modifications are treated on an individual basis. Decisions made with respect to previous requests of a similar nature made by other students do not set a precedent.

Please follow these 4 steps:

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:

1. To ask for one required course in a program to be waived on the basis of previously completed course work
2. 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 (available after speaking with an Academic Advisor).