

**REQUEST FOR PROGRAM ADJUSTMENTS**  
**Substitution/Waiver**

*Only completed forms will be processed*

Name	Hampton University ID Number
Current address (street, city, state and zip code)	Telephone Number
Major field (and <b>concentration</b> , if any)	Year of Initial Enrollment or Readmittance
Degree: M.A.    M.S.    M.B.A.    M.T.    Ed.S.    D.P.T.    Ph.D.	Hampton University email address

*To be completed by the academic advisor or program coordinator.*

Waiver	Substitution						
<input type="checkbox"/> Adjustment in major course requirement <input type="checkbox"/> Adjustment in elective course requirement <input type="checkbox"/> Other special adjustments It is requested that the following course be waived:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Course code &amp; number</td> <td style="width: 30%; border-bottom: 1px solid black;">Credits</td> </tr> </table> Rationale:  	Course code & number	Credits	<input type="checkbox"/> Adjustment in major course requirement <input type="checkbox"/> Adjustment in elective course requirement <input type="checkbox"/> Other special adjustments It is requested that the course:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Course code &amp; number</td> <td style="width: 30%; border-bottom: 1px solid black;">Credits</td> </tr> </table> be substituted for the following requirement:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Course code &amp; number</td> <td style="width: 30%; border-bottom: 1px solid black;">Credits</td> </tr> </table> Rationale:  	Course code & number	Credits	Course code & number	Credits
Course code & number	Credits						
Course code & number	Credits						
Course code & number	Credits						

Program Coordinator's Signature	Date	Dept. Chair's Signature	Date
Academic Dean's Signature		Date	

**For Office Use Only**

Graduate College Dean's Signature	Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Provost's Signature	Date	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
Reason for denial: <hr/> <hr/>		