# SAMPLE FORM

**DEGREE AUDIT  REQUIREMENT  MODIFICATION FORM**

Office of the Registrar, University of Michigan

| | |
|---|---|
| School/College: | **Literature, Science, and Arts** |
| Dept/Unit: | **Economics** |
| Name of Program: | **Economics Minor** |
| Type of Program: | **Minor** |
| Graduate/Undergrad: | **Undergraduate** |
| Effective Student Requirement Term: | **Fall 2015** |

*(Effective Student Requirement Term applies to students admitted to the program for the above term or later)*

This form is used to make a change to the **structure of a requirement**. It is also used to add or delete courses from a course list IF the addition or deletion is **tied to a student requirement term**. To add or remove from a list of courses that may be used to satisfy a requirement, regardless of student requirement term, use a Course List Update Form.

Instructions:

1. One program per form
2. Provide all requested information
3. NEW requirements (or substantially changed requirements) MUST also be accompanied by NEW DEGREE AUDIT REQUIREMENT FORM
4. Forward to School/College Authorizer for approval
5. Authorizer sends form to ro.audit.staff@umich.edu as an e-mail attachment

**MUST BE APPROVED AND SUBMITTED TO RO.AUDIT.STAFF@UMICH.EDU BY DESIGNATED AUTHORIZER**

Contact: **(dept. contact)**          Email: **xxxx@umich.edu**          Phone: **xxx-xxxx**

Designated Authorizer for School/College:  **(Authorizer)**                Date:  **00/00/0000**

*For Degree Audit RQ Codes, see: http://ro.umich.edu/degreeaudit.php or refer to a student's degree audit run through Wolverine Access.*

| | **Current Requirements** | **Modified Requirements** *Any courses that may fulfill or apply to requirement must be specified on attached COURSE LIST TABLE* | **Existing RQ Code (if appl.)** |
|---|---|---|---|
| **Prerequisites** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Requirements** | Economics Minor Required Courses, Residency, Total Units & GPA<br><br>• 9 additional units in upper level (300 and 400 level) ECON courses | Economics Minor Required Courses, Residency, Total Units & GPA<br><br>• 9 additional units in upper level (300 and 400 level) ECON courses<br><br>New limits to "9 additional units":<br><br>• One (but only one) of ECON 452 & 454 may be counted toward the "9 additional units" requirement.<br>• Neither ECON 451 nor ECON 453 may be counted toward the "9 additional units" requirement | 3189 |

**Refer to degree audit report for Requirement Code and Description:**

| | | | |
|---|---|---|---|
| **Subplans/tracks/ honors** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Electives/ Cognates** | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| *Total Units/GPA/ Residency* | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| *Other* | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**COURSE LIST TABLE**

(Courses Used in Above Requirements)

NOTE: If only certain sections/topics of a course are accepted, provide EITHER Class Association Code & Single Term OR Topic ID.

| Requirement or Sub-requirement | Add / Remove from Course List | Course ID or "Wild Card" *if Subj/cat range* | Subj/Cat # or Subj/cat range *(ex. PSYCH 200-299)* Do not use: "& equiv." | Topic ID *(if appl.)* | Single Term Only *(if only to be used in one term)* | Assoc Class Code *(if appl.) Single Term Only* | First Valid Term *Course will satisfy req. if elected this term or later* | Final Valid Term *Final term in which course will satisfy req. if elected* |
|---|---|---|---|---|---|---|---|---|
| **RQ 3189 - "9 additional units" limit** | **Add** | **005046** | **ECON 452** | | | | Leave blank if applying to ANY term elected. | |
| | **Add** | **045827** | **ECON 454** | | | | | |
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| **RQ 3189 - "9 additional units"** | **Remove** | **005045** | **ECON 451** | | | | | |
| | **Remove** | **008176** | **ECON 453** | | | | | |
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| Requirement or Sub-requirement | Add / Remove from Course List | Course ID or "Wild Card" *if Subj/cat range* | Subj/Cat # or Subj/cat range *(ex. PSYCH 200-299)*  Do not use: "& equiv." | Topic ID *(if appl.)* | Single Term Only *(if only to be used in one term)* | Assoc Class Code *(if appl.) Single Term Only* | First Valid Term *Course will satisfy req. if elected this term or later* | Final Valid Term *Final term in which course will satisfy req. if elected* |
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| *Use additional form if needed.* | | | | | | | | |