

# Form Instructions: Request for Adjustment of Academic Requirements

These instructions will give an overview of and instructions for the Request for Adjustment of Academic Requirements form (RAAR).

The Request for Adjustment of Academic Requirements form is used to make changes to a student's Application for Admission to Candidacy, to waive certain degree requirements, or to request changes to previously submitted forms.

## Filling out the Adjustment of Academic Requirements

### Adjustment

There are three types of proposed adjustments: Course Substitution, Waiver, and Other.

**Course Substitution** is used to make changes to an Application for Admission to Candidacy (AAC) form that has already been approved. If you would like to swap a class or change credit amounts to a course that appears on your AAC select this option.

The **Waiver** option is used to waive particular requirements for a degree or certificate. Select Waiver if you intend to change Degree Requirements for classes or credits.

The **Other** option can be used to request changes to previously submitted forms or, used for requests that are not Course Substitutions or Waivers.

### Reason for the Proposed Adjustment

This area is used to add comments or justification to your request. This does not need to be a story or a full explanation of the events leading to the request. Your reason should be concise and limited to no more than a few sentences.

## Submitting the Request for Adjustment of Academic Requirements form

Once all fields have been filled in, click the 'Validate Request' button at the bottom of the page. A new button option should appear if all fields can be validated. Click 'Submit Request'. You will receive an email confirmation, sent to your Bronco mail account, once your form has been processed.

Feel free to [contact the Graduate College](#) with any questions or concerns.