

Directions for Completion and Submission of the Revised Curriculum Modification Form

1. The first thing that needs to be done is to download and save the form to a file location. The form can be viewed and partially completed in the web browser but cannot be finalized or submitted this way.

***Important Note* for online submission you must use Adobe Acrobat Pro**

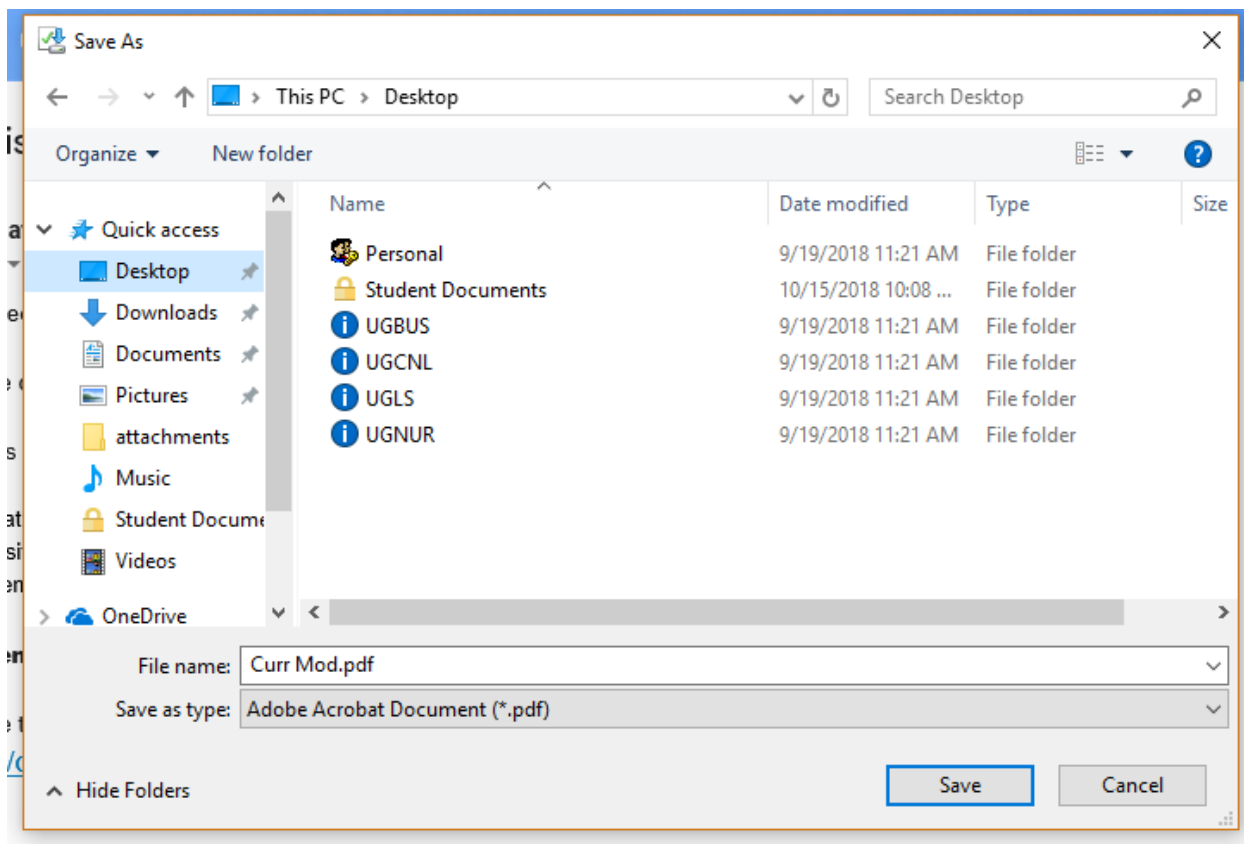
2. After opening the document you will see the form fields that can be completed. There are 5 required fields outlined in red on the form that must be completed or you will not be able to submit it.
3. After completing the top section select the areas that will be modified.
4. Select your role as the appeal initiator. Please note if “other” is selected, a space to explain is provided below the radio buttons.
5. Next select the action requested, whether a substitution, accepting a course, or waiving a course.
6. When completing the Group, Requirement, and Line Item section you will retrieve that information from STAR 2.0. Please note some line items will be labeled with a -##, others you may have to enter a short description.
7. Next enter the proposed modification and the reasoning for the modification. If any additional comments are needed a space is provided on the second page of the form at the bottom.
8. Once all the modifications requested are completed click on the “Submit Form” button”. Use the default email option (ensure Outlook is set a your system default email).

You will need to grant adobe permissions the first time you submit a form.

9. The form is now attached to an email in the pop up for Outlook and should default to Titan Web Registration as the recipient. The Registrar’s Office staff will forward it on to the proper signing officials.
10. To complete additional modifications click the “Reset Form” button and all prior information will be cleared.

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APPEAL TO MODIFY UNDERGRADUATE CURRICULUM

UNIVERSITY OF WISCONSIN OSHKOSH

Name:	<input style="width: 95%;" type="text"/>	Date Submitted:	<input style="width: 95%;" type="text"/>
	Last First M		
Campus Email:	<input style="width: 80%;" type="text"/> @uwosh.edu	Student ID Number:	<input style="width: 80%;" type="text"/>
Degree:	Major:	Minor:	Emphasis: Cert:

Appeal Initiated by:

3. After completing the top section select the areas that will be modified

Please Check All That Apply

Request for appeal(s) is for:

- USP/General
- Education Degree
- Requirement Major
- Minor
- Emphasis
- Certificate

Comments or Additional Signature:

4. Select your roles as the appeal initiator. Please note if other is selected a space to explain is provided below the radio buttons.

Appeal Initiated by:

UARC Advisor
 Faculty Advisor
 Dept. Chair
 Other:

Other Please Explain: Grad Examiner-Aaron Kloss

Dept. Representative:	PRINT	Approve	Deny
SIGN	DATE	<input type="checkbox"/>	<input type="checkbox"/>
College Representative:	PRINT	<input type="checkbox"/>	<input type="checkbox"/>

5. Next select the action requested

1. Action Requested: Substitute Accept Waive(Cannot Waive Credits) Other

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

6. When completing the Group, Requirement, and Line Item section you will retrieve that information from STAR 2.0. **Please note some line items will be labeled with a -## others you may have to enter a short description.

▼ Elementary/Special Education Dual (EBD) (MC-EA) (RG5006) 2013-16

Not Satisfied: Elementary Education/Special Education Dual (EBD) (MC-EA)

Additional BSE/DPI Reqs Dual (RQ5064) 2013-17

Satisfied: Additional BSE/DPI Reqs Dual

▶ Composition Course Required w/ B or Better (RQ5064-10)

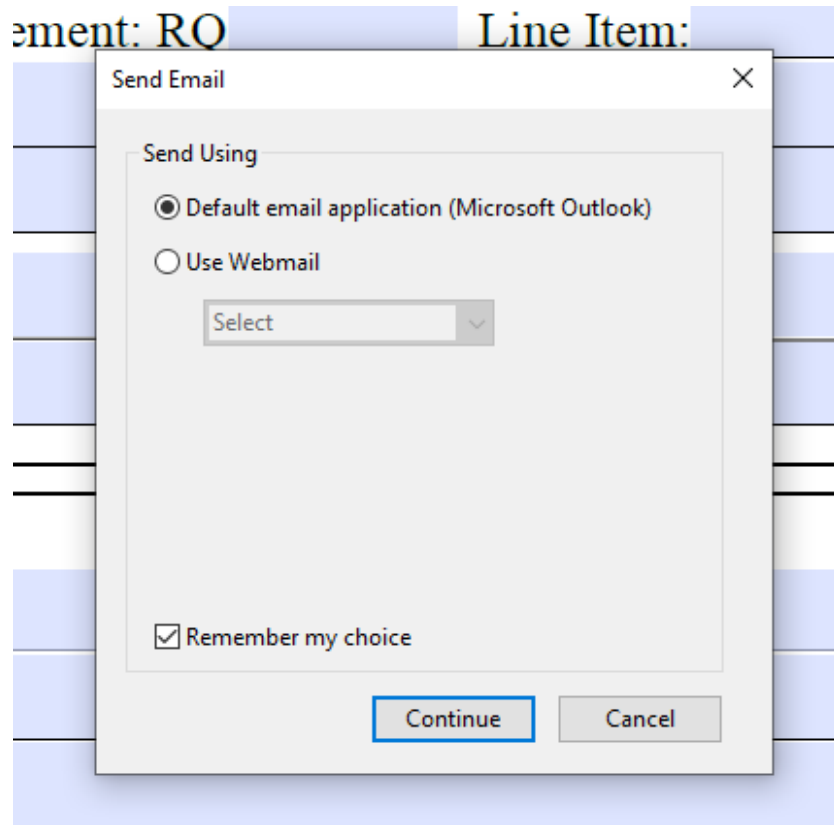
7. Next enter the proposed modification and the reasoning for the modification. If any additional comments are needed a space is provided on the second page of the form.

Modification: Allow HIST 999 to count in group 2

Reason: HIST 999 meets both the spirit of the requirement and the level of difficulty appropriate for an upper level elective

Additional Comments

8. Once the initiator of the modification has completed the form click on the “Submit Form” button. You will be prompted with the following window. Select the default email option (ensure Outlook is set a your system default email). If you send regular modifications select “Remember my choice” to store your selection for future use.



You will need to grant adobe permissions the first time you submit a form.

9. The form is now attached to an email in the pop up for Outlook and should default to Titan Web Registration as the recipient. The Registrar’s Office staff will forward it on to the proper signing officials.

10. To complete additional modifications click the “Reset Form” button and all prior information will be cleared.

Reset Form

For modification questions please email: gradexaminer@uwosh.edu

For STAR 2.0 issues or questions please email: staron-line@uwosh.edu

*****Please Note Online Submissions Will Be Sent To Your Email Draft Box*****

APPEAL TO MODIFY UNDERGRADUATE CURRICULUM

UNIVERSITY OF WISCONSIN OSHKOSH

Name: _____ Date Submitted: _____
Last First M

Campus Email: _____@uwosh.edu Student ID Number: _____

Degree: _____ Major: _____ Minor: _____ Emphasis: _____ Cert: _____

<p>Please Check All That Apply</p> <p>Request for appeal(s) is for:</p> <p>USP/General</p> <p>Education Degree</p> <p>Requirement Major</p> <p>Minor</p> <p>Emphasis</p> <p>Certificate</p>	Appeal Initiated by:			
	UARC Advisor	Faculty Advisor	Dept. Chair	Other:
	Other Please Explain:			Approve Deny
	Dept. Representative:		PRINT	
	SIGN		DATE	
	College Representative:		PRINT	
	SIGN		DATE	
SAAO (USP/Gen Ed):		PRINT		
SIGN		DATE		

Comments or Additional Signature: _____

Please Submit Form Online
 or RETURN COMPLETED FORM TO THE REGISTRAR'S FRONT DESK IN DEMPSEY 130
Please allow approximately 10 business day for processing

1. Action Requested: Substitute Course Accept Course Waive Course(Cannot Waive Credits)

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

Reason: _____

2. Action Requested: Substitute Course Accept Course Waive Course(Cannot Waive Credits)

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

Reason: _____

See Reverse Side for Additional Modification Fields

3. Action Requested: Substitute Course Accept Course Waive Course(Cannot Waive Credits)

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

Reason: _____

4. Action Requested: Substitute Course Accept Course Waive Course(Cannot Waive Credits)

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

Reason: _____

5. Action Requested: Substitute Course Accept Course Waive Course(Cannot Waive Credits)

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

Reason: _____

6. Action Requested: Substitute Course Accept Course Waive Course(Cannot Waive Credits)

Group: RG _____ Requirement: RQ _____ Line Item: _____

Modification: _____

Reason: _____

Additional Comments

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