SCHOOL OF SOCIAL WORK
The University of Texas at Austin

REQUEST FOR MODIFICATION IN THE MSSW PROGRAM

_____ _____
Name EID

_____ _____
Phone # Date of Request

REQUEST FOR ALTERNATIVE COURSE TO BE COUNTED TOWARD DEGREE

Complete this section if you are requesting to take a course outside of the School of Social Work. **Include the course syllabus** and other appropriate materials supporting your request. Requires approval of your Concentration Chair and the MSSW Program Coordinator. Be sure to also obtain any approvals required by the department offering the course.

I request approval for an alternative course to be taken in the _____ semester of 20_____.

_____	_____	_____	_____	_____
Dept	Course	Unique #	Course Title	Instructor

To be counted: ☐ as Elective

☐ In lieu of required course: _____ _____
Course # Course Title

Please type or print legibly reason for request on the back of this form.

REQUEST FOR CHANGE IN SEQUENCE OF COURSEWORK

All changes in the required Program of Work sequence require approval from the MSSW Program Director. Requests **must include a proposed alternate Program of Work sequence** prepared by the student and attached to this request. You should **consult an advisor** prior to petitioning for a change in course work sequence.

Please type or print legibly reason for request on the back of this form.

REQUEST FOR CHANGE IN REQUIRED COURSE LOAD

Consult the *MSSW Student Handbook* and the *Graduate Catalog* for rules governing maximum and minimum course loads. Any request for enrollment below nine hours for full-time students or below six hours for part-time students requires approval from the Graduate Advisor.

_____	_____	_____
Current hours	Proposed hours	Semester effective

Are you receiving financial aid? _____Yes _____No

Please type or print legibly reason for request on the back of this form.

Type of Request:	☐	**Alternative Course**
	☐	**Change in Sequence**
	☐	**Change in Course Load**

Reason for request: (please type or legibly print)

APPROVALS

CONCENTRATION CHAIR DATE

MSSW ACADEMIC ADVISOR DATE

MSSW PROGRAM DIRECTOR DATE

Updated
7/06