

**MM Memorandum Change Request
DMA/PhD Program of Studies Change Request**

Date:

To: GKSOM Graduate Committee,
Rhonda Fuelberth, Chair

From:

NUID:

Re: Program Substitutions

I am seeking approval for the following change in my Memorandum of Courses (MOC)/Program of Studies (POS):

Example: Substitute MUSC XXX-course name, 3 hr in place of MUSC XXX-course name, 3 hrs.

Rationale:

Thank you very much for your consideration of these substitutions.

Note to student: Please ask your advisor to sign this request (or send an email with an email signature) indicating approval of this substitution before sending the request via email to Ben Sobel, Enrollment Specialist.

Advisor Name:

ADVISOR SIGNATURE _____

Advisors may also forward approval of this request via email (if initially generated by the student). Your email signature will be used to verify approval.

Advisors may also initiate requests for MOC/POS changes. Please include the information requested above and send requests directly to the Enrollment Specialist, Ben Sobel, who will forward the form to the Chair of the GKSOM Graduate Committee.

DEPARTMENTAL GRADUATE CHAIR SIGNATURE _____