

# Educational Adjustment (EA) Request

**Note:** A CFPCA Educational Adjustment request only applies to the College's foreign language requirement for the Bachelor of Arts degree. To petition General Education Competency Requirements or Group Requirements, please use and follow the process outlined on the General Education Petition form at [http://undergrad.wayne.edu/pdf/general\\_education\\_petition\\_form.pdf](http://undergrad.wayne.edu/pdf/general_education_petition_form.pdf).

To request an EA you must have the following.

- declared a major
- completed 60 credit hours
- 2.0 cumulative GPA

To request an EA you MUST submit the following to your department.

- a complete up-to-date transcript
- an advisor's statement of support
- supporting documentation
- this completed request form

Please read the Educational Adjustment Request Process and the Guidelines for Submitting an Educational Adjustment Request (items 3 and 4 below) before completing this form.

## 1

---

Name	Student ID #	
Address		
Telephone (home)	(cell)	E-mail
Advisor	Department	
Cumulative GPA	Total Credit Hours	Expected graduation

## 2

### Educational Adjustment Request

1. Which language course(s) are you requesting be adjusted?

Subject	Course No.	Course Title

2. Which course(s) would you substitute for the above language course(s)?

Subject	Course No.	Course Title

3. Please state on the following page

- a) your reason(s) for requesting an Educational Adjustment and
- b) why the substitute course(s) are appropriate for your request.

---

**Educational Adjustment Request** (continued)

## 3

### Educational Adjustment Request Process

- Submit your request to your Department Educational Adjustment committee listed below.

Department of Art and Art History  
Educational Adjustment Committee  
150 Art Building

Department of Communication  
Educational Adjustment Committee  
585 Manoogian Hall

Department of Music  
Curriculum Committee  
c/o Dr. Norah Duncan IV, Associate Chair  
1321 Old Main

Department of Theatre and Dance  
Theatre and Dance Studies Focus Area  
3225 Old Main

- If the Department committee recommends an adjustment, the request/recommendation is forwarded to the College.
- The College makes the final decision on the request/recommendation.

## 4

### Guidelines for Submitting an Educational Adjustment Request

- Copies of your WSU transcripts can be downloaded through Pipeline.
  1. Click on the Student Tab.
  2. Select Request a Transcript.
 Information about obtaining transcripts is at <http://reg.wayne.edu/students/transcript.php>.
- You must make an appointment to meet with your advisor about your request. Your advisor should write a statement with assessment of your request for an adjustment.
- Provide as much evidence as possible to demonstrate that your request falls under one of the following criteria for granting adjustments.
  - \* Evidence that you have made a “good faith” effort to complete the language requirement. This could include statements from faculty that you have attended class sessions regularly and/or statements from tutors that you have sought outside assistance.
  - \* Medical or clinical documentation attesting to the presence of unique physical, psychological or emotional conditions that preclude you from completing the language requirement.
  - \* Documentation of other extenuating circumstances, such as verification of incorrect advising information given by university personnel or failure of the university to offer required courses within a reasonable time period.
  - \* Letters from university faculty or knowledgeable others which attest that you have competence equivalent and appropriate to the adjustment you are requesting.
- The Department Educational Adjustment committees do not “waive” requirements – they only recommend adjustments which in most cases means recommending a substitution of courses. The committee’s decision is based on the request and supporting documentation that you submit. Requests are considered only once. Incomplete requests are not considered; all documentation must be included when you submit your request. The recommendation of the committee is final and is then submitted to the College; there is no appeal to the Department committee.
- The College is the final decision-making authority on your request.