



Off-Campus Programs

## REQUEST TO REPEAT MSA CORE COURSE

Please use this form to request approval to use a new MSA administrative core course as a repeat of an MSA core course that is not longer offered. The following courses are approved for use as a repeat of a legacy MSA core course.

Legacy MSA core course	Approved MSA core course for repeats
MSA 600	MSA 600AA
MSA 620 or MSA 650	MSA 601
MSA 634 or MSA 635	MSA 602
MSA 675	MSA 603
MSA 661	MSA 604
MSA 685	MSA 699

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student's Program Center: \_\_\_\_\_ Student CMU e-mail: \_\_\_\_\_

Previous Course to be repeated: \_\_\_\_\_ Semester/year: \_\_\_\_\_ Grade: \_\_\_\_\_

Course authorized for repeat (see chart above): \_\_\_\_\_

New course current semester/year: \_\_\_\_\_ New course section number: \_\_\_\_\_

\_\_\_\_\_  
Student Signature (typing your name here signifies your signature) Date

\_\_\_\_\_  
Advisor/Program Administrator (type in name) Date

Approval signature

MSA Director or MSA Assistant Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Insert scanned signature)

\*\*\*\*\*

Routing: Program Center/Advisor, MSA office, Center Services Grades Clerk, Registrar's Office  
Original to Registrar's Office, Copies: student file, E-mail notification: Student and advisor/program center

## INSTRUCTIONS

This form is to be used when a student needs to repeat a legacy MSA core course and the legacy course is no longer reasonably available for the student to take. Use the chart on the form to determine appropriate substitutions.

The form may be initiated by the student and should be sent to either the student's advisor or program center. The form can also be initiated by the advisor or program center on the student's behalf.

1. This process is managed via e-mail. The typed name and date for the Student, Advisor/Program Administrator, and inserted signature of Director/Assistant Director will constitute the signatures on the form.
2. Student will communicate to the advisor or center regarding the request or the request is initiated by the advisor or program center on behalf of the student.
3. Advisor or center e-mails PDF request with typed name and date of student and requestor to Director/Assistant Director for approval (requests should be sent to [MSA@cmich.edu](mailto:MSA@cmich.edu)). Requests must be received from the center or staff member's CMU e-mail account.
4. If approved, Director inserts signature and date on PDF form and sends form to Center Services Grades Clerk.
5. The Grades Clerk, forwards approved PDF via e-mail to the Registrar's office. Student, advisor/program center will be notified via e-mail through CRM. A hard copy of the form will be given to Center Services for document imaging.
6. If denied, Director/Assistant Director e-mails the Grades Clerk and e-mail notifications will be sent to the student, advisor or program center.