



AUTHORIZATION FOR PROGRAM ADJUSTMENT

Please read instructions on page two before completing parts 1-3.

1 Student Information

Student Name: _____ Student J-number: J00
First Name Middle Initial Last Name

Major(s)/Concentration(s): _____ Minor(s): _____

****This form MUST be typed.****

2 Substitution(s) (Major or Minor only) *read instructions provided

Table with 10 columns: Required Course (Subject, Course No., Credits), Substituted Course (Subject, Course No., Credits, Term Completed, Grade Received), and Apply to (check one) (Major/Conc, Minor). Includes 3 empty rows for data entry.

3 Other Adjustment(s) *read instructions provided

Table with 4 columns: Apply to (check one) (Major/Conc, Minor, Gen Ed) and Change Requested and Explanation (If specifying a particular course, be sure to include subject, course number, and course title.). Includes 3 empty rows for data entry.

4 RECOMMENDED

Name of Student's Advisor (typed) Student's Advisor (signature) Date

Department Chair/Program Director (signature) Date Department Chair/Program Director of Adjusted Course (signature) Date (if adjustment is not in major department)

REVIEWED: Dean (signature) Date DECISION: D APPROVED D DISAPPROVED/REASON: _____

ADVISING OFFICE USE ONLY: Bulletin Term: _____ Program Code: _____ Initials: _____ Date: _____ Notes: _____



① **Student Information**

Student Name: Enter student's first name, middle initial, and last name.

Student J-Number: Enter student's JAG number.

Major(s)/Concentration(s): Enter student's declared major(s) and if applicable, concentration(s).

Minor(s): If applicable, enter student's minor(s).

② **Substitution(s) (Major or Minor only)**

Note: This table is to be used only when requesting a course to be substituted for a specifically required course in the major or minor (e.g. GEN 101 for GEN 111). Do not use the table for a choice of courses (e.g. pick one from a list of courses), adjustment of hours, or general education requirements.

Required Course: This must be a specifically required course in the major or minor area.

Subject: Enter the subject code of the required course.

Course No.: Enter the three-digit course number of the required course. Use 'L' as the fourth digit for a laboratory course with the same course number as the corresponding lecture course.

Credits: Enter the number of credit hours of the required course.

Substituted Course: This is the course the student has successfully completed or is currently registered for that you would like to substitute for the required course.

Subject: Enter the subject code of the course you would like to substitute for the required course.

Course No.: Enter the three-digit course number of the course you would like to substitute for the required course.

Credits: Enter the number of credit hours the student received for the substituted course.

Term Completed: Enter the term the student successfully completed the course you want to substitute (e.g. Fall 2008).

Grade Received: Enter the grade the student received on their transcript for the course you want to substitute.

Apply to (check one): Check either "Major/Conc" or "Minor" on the line to indicate where the substitution should be applied.

Major/Conc: Check this field if you would like the substitution to be applied to the student's major or concentration.

Minor: Check this field if you would like the substitution applied to the student's minor.

③ **Other Adjustment(s)**

Note: This table is to be used when requesting an adjustment within an area in the student's PAWS degree audit. This includes, but is not limited to, a course to be used for a choice of courses (e.g. pick one from a list of courses), adjustment of hours within a rule or an area, or the waiving of a requirement.

Apply to (check one): Check below either "Major/Conc," "Minor," or "Gen Ed."

Change Requested and Explanation: Enter the adjustment that needs to be made to the student's degree audit and the justification of the request.