

UNIVERSITY of
NORTHERN COLORADO

Office of the Registrar

Course Adjustment Form

This form is for advisors to use when making adjustments (substitutions, waivers, etc) to program (major/minor/licensure) requirements for individual students. Advisors cannot make adjustments to Liberal Arts Core.

To indicate transfer equivalencies, use the UNC Transfer of Credit Approval Form located on the Office of the Registrar's website.

Student Name _____ Bear Number _____

Required Course

Adjustment

Area of change:

Major Subject _____ Course _____

Minor (i.e. COMM) (i.e. 120)

Licensure _____
Licensure Officer Signature _____ Date _____

Type of change:

Substitute Subject _____ Course _____

Waive (i.e. COMM) (i.e. 120)

Transfer Institution Name: _____

Area of change:

Major Subject _____ Course _____

Minor (i.e. COMM) (i.e. 120)

Licensure _____
Licensure Officer Signature _____ Date _____

Type of change:

Substitute Subject _____ Course _____

Waive (i.e. COMM) (i.e. 120)

Transfer Institution Name: _____

Advisor Signature _____

Print Name

Signature

Date

Chair/Director Signature _____

Print Name

Signature

Date

(If the Advisor is also the Chair/Director, please have the Assistant/Associate Dean sign.)

Return this form to the Graduation Office, Carter Hall 3002, Campus Box 50 If questions, please call 351-2231 option 3 Fax: 970-351-1870

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Student Name _____ Bear Number _____

Non-course
requirement satisfied:

If OPI, OPI results are on file in the department office, copies available upon request.

Signature _____ Date _____

Other (Please explain):

Major Electives/Concentrations:

Definitions:

Course Equivalency - a course taken at a previous institution that has been deemed to have comparable/equal content to a UNC course. An equivalent course decision may be made only by the related academic unit. Once equivalencies are determined and documented by the related academic unit, those equivalent courses are consistently applied to ALL students who transfer those courses to UNC, from that point forward, irrespective of their program of study. (Use the [Transfer Credit Equivalency Form](#))

Course Substitution - any program course requirement, as approved through the curriculum process and listed in the catalog, that is replaced/substituted by another course. All course substitutions must ensure the maintenance of academic program integrity and should be in the same area as the required course or in a closely related field. Additionally, course substitutions have direct academic impact on other UNC courses. Academic impact must be considered when a request for course substitution is made.

Course Waiver - any program course requirement, as approved through the curriculum process and listed in the catalog, that is deemed unnecessary to be completed by an individual student due to the student's non-course experiences and/or demonstrated existing knowledge. All course waivers must ensure the maintenance of academic program integrity. Academic impact must be considered when a request for course waiver is made.