

UNIVERSITY of
NORTHERN COLORADO

Graduate School and
International Admissions

Course Adjustment Form

This form is for advisors to use when making adjustments (substitutions, waivers, etc.) to program (major/licensure) requirements for individual students.

To indicate transfer equivalencies from another institution, use the [Transfer of Credit Form](#) located on the Graduate School website.

Student Name _____ Bear number _____

Required Course

Adjustment

Area of change:

Major Subject _____ Course _____
(i.e. CHEM) (i.e. 522)

Licensure _____
Licensure Officer Signature Date

Type of change:

Substitute Subject _____ Course _____
 Waive (i.e. CHEM) (i.e. 522)

Area of change:

Major Subject _____ Course _____
(i.e. CHEM) (i.e. 522)

Licensure _____
Licensure Officer Signature Date

Type of change:

Substitute Subject _____ Course _____
 Waive (i.e. CHEM) (i.e. 522)

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.)

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.

Return this form to the Graduation Office, Carter Hall 2007, Campus Box 135
If questions, please call 970-351-1803 Fax 970-351-2371