University of South Alabama ♦ College of Arts and Sciences
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

Required Course			Substituted Course					Apply to (check one)	
Subject	Course No.	Credits	Subject	Course No.	Credits	Term Completed	Grade Received	Major/ Conc	Minor

③ Other Adjustment(s) *read instructions provided

Apply to (check one)			Change Requested and Explanation *(If specifying a particular course, be sure to include subject, course number, and course title.)*
Major/ Conc	Minor	Gen Ed	

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: **DECISION:**

                                                        ❑ APPROVED
                                                        ❑ DISAPPROVED/REASON: _____
_____   _____
Dean (signature)   Date

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 underlined 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.