

# Office of the Registrar Degree Audit Adjustments Form

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Name						
UNTD Email	- <b>! A  </b>	Major				
will be notified of the stat ncomplete or illegible red	tus of your request or th quests will not be consid	cach required documentation in need for any additional solution in the need for any additional solution in the need for th	upporting documentation v -10 business days or longer	ia your stud for review	lent email. and processing.	
Registration and Withdra	wal Request Form found	d at <u>https://registrar.untdal</u>	las.edu/important-forms.			
that is prescribed in t *Approval of this req to request adds or dr	ubstitution: requesting the student's degree request does not include brops that pertain to this	to use a transfer course or quirements or for use in a neing enrolled in the course	najor elective requirement. Please complete the Regis	strar's Offic	e Registration Form	
_	=	require significant documer	-		•	
A. Course Substitution	· · · · · ·		itation in support of the we	arver reque.	J.,	
		-				
Recommended Attac		equest (can be included i ogram Coordinator, and				
	, ricademie riavisor, r	ogram cooramator, and	, todderine Deari			
Degree Requirement: The UNTD course required for your degree.	Substitute Course: The course you are wanting to use instead.	Institution: Where did you take the substitute course?	Term: When did/will you take the substitute course?	docs	<b>Department Use ONLY</b> Approve or Deny each requested substitution.	
EX: MGMT 3720	EX: MGT 307	EX: Sample University	EX: Fall 2019	<b>√</b>	EX: Approve	
EX: Adv CJUS Electives	EX: CRJ 444	EX: Sample University	EX: Spring 2015	/	EX: Deny	
B. Requirement Wai	•					
Required Signatures	: Academic Advisor, P	rogram Coordinator, and	Academic Dean			
What UNTD degree requirement are you requesting be waived? Provide justification in your attached statement					Department Use ONLY Approve or Deny Waive	
tudent Signature						
rint Sign Advisor Signature –Signature denotes student has been advised on the substitution/exception				Date n process.		
rint Sign rogram Coordinator – Signature denotes Program approval.				Date		
rint Sign Academic Dean Signature — Signature denotes School approval.				Date		
 rint		 Sign		Date	<del></del>	
*Academic Departmen	nt Use Only*	၁၊ <sub>၆</sub> ၊၊			oplicable to Waivers	
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## **Instructions for Students**

#### **Section A - Course Substitutions**

- 1) Fill in the course information: Your **Degree Requirement** is the course or requirement in your audit that is required. Your **Substitute Course** is the course you want to substitute in for that course or requirement. The **Institution** and **Term** refer to where and when you took the substitute course. You must attach a syllabus or official course description to your request for every course substitution listed. The last column is for department use only.
- 2) Gather your documentation: You must provide a syllabus or official course description for each course in your request. Determine if Optional Attachments are needed with your Advisor. You may also be required by an approver to submit additional documentation. Once you have done that you can check the Documentation Attached box.

#### Part B - Degree Requirement Waivers

- 1) Note which requirement in the degree audit that you are requesting a waiver from
- 2) Write/type a personal statement that provides the reason and justification of your request. You may be required by an approver to provide more documentation in support of your request.

Submit your request
w/documentaiton to your Academic
Advisor.

Your Advisor reviews , signs, and returns the form to you.

Submit your signed request w/documentation to your Program Coordinator.

Check your student email for requests for additional information and status updates.

# **Instructions for Academic Advisors**

Review this form for completeness and accuracy and advise your student on the process. Be sure to advise your student on how approved or denied requests will affect their degree progress. Your signature does not constitute approval of the request but rather that you have reviewed it for completeness and your student has been advised. After you sign the form, return it to the student

# **Instructions for Approvers**

Approval of the requested substitutions and waivers using this form do not constitute curricular changes to degree requirements as prescribed in the Academic Catalog.

## Program Coordinators → Section A – Course Substitutions

- 1) Review the information provided for each substitution requested and use the last column **Department Use Only** to indicate whether you **Approve** or **Deny**. You can request additional documentation from the student.
- 2) Sign in the **Program Coordinator** signature blank to confirm your approvals and denials.
- 3) Transfer Courses -Consider if any of the approved substitutions should be transfer rules that apply to all students. If so, list the classes that should have a new transfer rule made for them in the blank at the very bottom of the form.
- 4) Notify the student that the request has been routed to Academic Dean for approval and forward to Academic Dean for final review and approval.

#### Program Coordinators → Section B – Requirement Waivers

- 1) Review the personal statement provided for the waiver request and use the last column to denote that you **Approve** or **Deny**. You can request additional documentation from the student.
- 2) Sign in the **Program Coordinator** signature blank to confirm approval or denial.
- 3) Notify the student that the request has been routed to Academic Dean for approval and forward to Academic Dean for final review and approval.

## Academic Deans→Section A – Course Substitutions:

- 1) Review the information provided by the student and the decision rendered by the Program Coordinator in the last column. You can request additional documentation from the student.
- 2) If you approve, sign in the **Academic Dean** signature blank. If you do not approve remand the request back to the Program Coordinator.
- 3) Notify the student of their request's status and submit the form to Registrar's Office at degreeaudit@untdallas.edu.

# Academic Deans→Section B. – Course Substitutions:

- 1) Review the personal statement provided by the student and the decision rendered by the Program Coordinator in the last column. You can request additional documentation from the student.
- If you approve sign in the Academic Dean signature blank. If you do not approve remand the request back to the Program Coordinator.
- 3) Notify the student of the status of their request. Submit the Form to the Registrar's Office at degreeaudit@untdallas.edu.

Student submits request to Program Coordinator (must have advisor's signature) Program Coordinator reviews, makes decision, and notifies student of status

Program Coordinator submits request to Academic Dean Academic Dean reviews, makes decision, and notifies student of status Academic Dean submits form to Registrar's Office for processing and/or imaging.