**Curriculum Adjustment Definitions**

**Course Substitution** – Any course that is requested as a replacement or substitution for a specific program course requirement (as listed in the appropriate academic catalog) for a specific student.  Each course substitution is student-specific and defined with that student in mind. All course substitutions must ensure the integrity of the academic program and degree, and should be in the same area as the required course or in a closely related field.  Course substitution requests in a discipline under the oversight of the academic unit requesting the substitution must be approved by the advisor, department chair and College Dean of the related academic unit. Any curriculum adjustment request affecting a student in a program leading to education certification must also be reviewed and approved through the College of Education process to ensure state standards are met. Course substitution requests in a discipline outside the oversight of the requesting academic unit (e.g. a request for a mathematics course substitution for a major in Management) must also be approved by the department chair and College Dean with oversight for the discipline.

**Any substitutions not agreed upon by all parties will be forwarded to the Provost for review and resolution.**

**All Curriculum Adjustment Requests must receive all approvals as required on this form. The approving College will ensure proper notification of College Deans, the Registrar’s Office, and Faculty/Staff advisors as needed.**

**Approved Curriculum Adjustments should be sent to** **registrar@athens.edu****.**

**The Registrar’s Office will process all approved adjustments.**

Advisor (or Person Initiating Request): Click here to enter text.

Athens State Email for Person Initiating Request: Click here to enter text.

Student Name (last, first, MI): Click here to enter text. Student ID: Click here to enter text.

Athens State Student Email: Click here to enter text.

Student Major: Click here to enter text. Student Minor (if applicable): Click here to enter text.

Student Catalog of Record: Click here to enter text.

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| **A. Course Substitution Request(s):** |
| **Required Course (Gen. Ed. or Athens Course)** | **Substituted Course or Equivalent Course** |
| **Prefix & Number** | **Course Title** | **Sem. Hrs.** | **Athens State Prefix & Number** | **Transfer Prefix, Number, Course Title** | **Institution****where taken** | **Sem. Hrs.** |
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| ***If the course substitution area/discipline is outside the oversight of the initiator’s College, the appropriate department chair and College Dean with oversight for the area/discipline must sign below:*****Dept. Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **B. JUSTIFICATION/RATIONALE FOR ADJUSTMENT (MUST BE COMPLETED FOR ALL REQUESTS):****NOTE: For substitutions affecting students seeking certification through the College of Education, the Justification/Rationale must include information on how Alabama State Department of Education Standards are met when applicable.** |
| Click here to enter text. |

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| **C: APPROVALS**  |
| **Advisor or Initiator** |  | **Date** | Click here to enter a date. |
| **Dept. Chair** |  | **Date** | Click here to enter a date. |
| **COE Certification Representative (*when applicable*)** |  | **Date** | Click here to enter a date. |
| **College Dean** |  | **Date** | Click here to enter a date. |
|  |

**All Curriculum Adjustment Requests must receive all approvals as required on this form. Any requests not agreed upon by all parties will be forwarded to the Provost for review and resolution. The approving College will ensure proper notification of College Deans, the Registrar’s Office, and Faculty/Staff advisors as needed.**

**Approved Curriculum Adjustments should be sent to** **registrar@athens.edu****.**

**The Registrar’s Office will process all approved adjustments.**

**Please Note: This form and the approval will become part of the student’s permanent academic record.**

**FOR REGISTRAR’S USE ONLY - Date processed:** Click here to enter a date.