



# AgLS Audit Adjustment Form Instructions

All seven fields at the top of the form are required. If the catalog, option, or graduation date is changing, write the updated information in the appropriate field and circle it.

**Substitute:** use this area to indicate any course substitutions you wish to make.

**Waive:** use this area to indicate any courses or credits you wish to waive. Be specific. If you wish to waive both a course and its corresponding credits, please check the box to the right of the course and indicate the number of credits to waive under “Additional Notes”—we do not waive the credits associated with a course unless we are instructed to do so.

**Move:** use this area to indicate any courses you wish to move to a different place on the audit. Again, be specific. Include the number of the sub-requirement if necessary.

**Additional Notes:** use this area to indicate any more complicated adjustments you wish to have made.

- If any adjustments are being made involving a minor, indicate here both which courses can be dualled and which courses need to stand alone in the minor. If necessary, attach a copy of the minor form.
- Indicate a change of advisor here.
- Do not use this area to indicate a change in the catalog, option, or graduation date. Instead, write the updated information in the appropriate field at the top of the form and circle it.

Both Advisor and Departmental Designee signatures are required.

*Note: this form is a work in progress—please check our web page periodically for updates.*

*Use this form for the majority of audits. If the adjustments for a particular student get too complicated or too numerous, go ahead and print the audit and make the changes on that...*