PROGRAM REQUIREMENT ADJUSTMENT FORM

Office of the Registrar/Student Services
Fax (403) 556-4711 www.oldscollege.ca

OLDS COLLEGE
The place to go places

COURSE SUBSTITUTIONS

- Due to extenuating circumstances, it may be necessary to substitute a required course with another course to allow a student to meet graduation requirements.
- It may also be necessary to waive a required course, or adjust the minimum number of credits a student must achieve in order to graduate. Waiver of credits must be based on extenuating circumstances only.

GENERAL INFORMATION

- Program Coordinator to submit completed Program Requirement Adjustment Form to: **Associate Registrar/Student Services - Records.**

COURSE/CREDIT WAIVERS

List total credits earned: _____
List total credits required: _____
Rationale: _____
_____
_____
_____
_____
_____
_____

Special Conditions Warranting Use of Program Requirement Adjustment Form:

_____
_____
_____
_____
_____
_____

SIGNATURES:

Program Coordinator Date

Chair Date

Student Date

PERSONAL DATA (PLEASE PRINT CLEARLY)

Olds College Student Number

Surname (legal)

First Name (legal)

Full Middle Name (legal)

Program & Major

COURSE SUBSTITUTIONS:

Required Program Course:
Course Number / Course Name /Credit Value
(i.e. Comp 125) (i.e. Business Software) (i.e. 3 credits)

Substitute Course:
Course Number / Course Name /Credit Value

Required Program Course:
Course Number / Course Name /Credit Value

Substitute Course:
Course Number / Course Name /Credit Value

COURSE WAIVERS (LIST COURSE(S) TO BE WAIVED)

Course Number / Course Name /Credit Value

Course Number / Course Name /Credit Value

Course Number / Course Name /Credit Value

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. Public inquiries regarding the collection, use and disclosure of personal information provided on this form should be directed to the FOIP Co-ordinator/Director of Student Services/Registrar of Olds College at 4500 – 50 Street, Olds, AB T4H 1R6.

White Copy – Associate Registrar/Yellow Copy – Program Co-ordinator/Pink Copy - Student