

Northwestern State University
DEGREE WORKS ADJUSTMENT SHEET

Student ID	
Student Name	
Advisor Name	
Major	

Fill in Major, Minor, and Any Concentration, put the letter of the area modified, i.e., A-D by the arrow. Make changes only to those areas over which you have authority and return to the Student's Department Head.

A. Major:	1 st Concentration (if applicable):
B. Minor (if applicable):	2 nd Concentration (if applicable):
C. Core:	
D. Other Area (e.g., Additional Requirement, Support Courses, etc.):	
E. Catalog	

Place the letter of the area (A-D above) to be modified in this column

Modify Area: (A,B,C, or D)	Required Course & No.	Sub Course & No.	Course Title/Rule	Credit Hours	Add course to Sub two for one (ALSO ALLOW)	APPLY HERE (use only when also will not work)	Reduce or Change hours; Force Complete

Department Head Signature:	Date:
Comments/Clarification	

Dean's Signature:	Date:
--------------------------	--------------

** You must indicate in the Comments/Clarification area how you wish the student to replace the waived hours, e.g., increase elective credit, and add specific information if required.

Note: *Adjustments are effective only for the indicated degree program and catalog. The Academic Department Head will submit DW Adjustment Sheet(s) to the Dean's office. Any changes to the degree program or catalog indicated above will require completing the adjustments. Verification of the change will appear on a DW Compliance Report.