

National-Louis University Student Adjustments

Student Name _____ NLU ID _____

<input type="checkbox"/> Graduate
<input type="checkbox"/> Undergraduate

Student Signature _____ Date _____

Advisor Name _____ *Program Approval (Name) _____

Advisor Signature _____ *Program Signature _____

Student Adjustments are changes to the program of study for individual students. These include waiver, substitution, transfer credit, and equivalency. This is only a request for a student adjustment; all changes are subject to the rules of the University.

Waiver – In the box below, please fill in the required course that the student is not taking.

Substitution – If the student is replacing the required course with an NLU course, please fill in the NLU course below. This does not necessarily imply equivalency, only a substitution of hours.

Transfer Credit – If the student is replacing the required course with a course from another institution, please fill in the name of the course to be transferred. This does not necessarily imply equivalency, only a substitution of hours. **NOTE: All transfer credit is subject to review by the Office of the Registrar and is not final until official approval is received.** Please fill out the transfer information below and forward an OFFICIAL copy of the transcript from the institution where the course was taken. Go to www.nl.edu/registrar/credit.cfm for information regarding specific requirements for transfer credit.

***Equivalency** – The course replacing the waived course may be used as a replacement for this course for all students at NLU.

Waiver	Substitution	Transfer Credit	Equivalency

If transferring credit, please include the following information:

Course #	Course Title	Institution	Hrs (S/Q)	Term Taken

Has an OFFICIAL transcript from the institution where the course(s) was taken been sent to the Office of Admissions & Records? ____

RETURN THIS FORM TO THE OFFICE OF ADMISSIONS & RECORDS, 1000 Capitol Dr, Wheeling, IL 60090 Fax: 847.465.4746

Office of Admissions & Records Use ONLY

College approval ____

Registrar approval ____

Entered in system ____

Notification completed ____