

Amendment to the APAS

College of Liberal Arts • 306 Kirby Plaza • 726-8180
(NOT for amendments to the Liberal Education Program)

Amendments to the APAS must be submitted on this form.
Amendments are entered into the student database for degree clearance.

A copy of your APAS with highlighted changes must accompany this request.

Date _____ ID # _____
Name _____ Phone _____
Email _____@d.umn.edu

Substitution(s)

Refer to the guidelines on the reverse side for quick processing.

Example: Transfer/Substitute Course: Engl 1999A UMD Course/Sub-Requirement: Engl 2581
Transfer College: Lake Superior College UMD Dept. Head Signature: xxx

Transfer Manuals: http://www.d.umn.edu/registrar/transfer_Sem/index.htm

1) Transfer * /Substitute Course _____ UMD Course/Sub-Requirement _____
(Specify an exact course or sub-requirement in a major or minor.)

Transfer College: _____ UMD Dept. Head Signature _____
* **Transfer course:**
This equivalency should be reflected on the transfer manual for all students. YES NO

2) Transfer * /Substitute Course _____ UMD Course/Sub-Requirement _____
(Specify an exact course or sub-requirement in a major or minor.)

Transfer College: _____ UMD Dept. Head Signature _____
* **Transfer course:**
This equivalency should be reflected on the transfer manual for all students. YES NO

3) Transfer * /Substitute Course _____ UMD Course/Sub-Requirement _____
(Specify an exact course or sub-requirement in a major or minor.)

Transfer College: _____ UMD Dept. Head Signature _____
* **Transfer course:**
This equivalency should be reflected on the transfer manual for all students. YES NO

Course Waiver

Part A and B must be completed.

A. Course waived _____ Credit(s) _____ UMD Dept. Head Signature _____
(Specify an exact course, not 3xxx elective.)

B. Is the credit for the course also waived? (Circle) YES NO If NO, then a substitute course needs to fulfill the credit. Please use the Substitution section of this form instead. If yes, credits will be decreased within the specified major/minor area.

● Notification of processing will be done through your UMD Email account only. ●

Guidelines for Amendment Form

1) Please be sure that all related parts of the form are filled out completely and that all supporting documentation is attached. Decisions regarding this form may be delayed if they are incomplete.

2) Be precise in the comment section:

"To substitute Engl 3223 (4 credits) for Engl 5222 (4 credits)."

"To substitute Anth 1999a (3 credits) from Lake Superior College for Anth 1604 (4 credits)." *

"To substitute Soc 3328 (3 credits) as the Inequality course requirement."

* *Dept Heads MUST verify if this equivalency should be reflected on the transfer manuals.*

Transfer course work:

Transfer course work must be evaluated and reported on your record in order to process. If not, you will be emailed to get your final transcript sent to UMD before your request can be processed. When indicating the course, state how the course has been evaluated by UMD.

For example: You took Hist 104 at Century Community College and it transfer to UMD as Hist 1999a. You must write Hist 1999a on Amendment Form. You want to count the course as UMD-Hist 1208.

Transfer/Substitute Course Hist 1999a UMD Course/Sub-Requirement Hist 1208

Transfer College: Century Comm. College

Accept a course in a Sub-Requirement in a major and minor:

You want to request a course to count in an area of your major/minor where it is not an option.

For example: You want to count Pol 3999a as a course in the Comparative Approaches and Perspectives area in the International Studies major.

Transfer/Substitute Course Pol 3999a UMD Course/Sub-Requirement Comp App and Pers
(Exactly how the course appears on your record.) **(Exactly how it appears in the catalog.)**

3) Course(s) involved must appear on your record. If you submit this form before you register for a course, indicate when you plan to take the course.