

## Credit Award Adjustment Form

**Purpose:** The purpose of this form is to identify award of credit that should not be counted toward a student's degree. This form should only be used to indicate award of credit adjustments for one of the approved exceptions shown in the rationale dropdown menu below. This process is applicable to First-Time-in-College (FTIC) students.

**Instructions:** Please work with your academic advisor. All parts with an asterisk (\*) in this form **must** be completed in order to be evaluated. Courses taken in excess of degree requirements will not be degree-applicable and may have financial aid implications.

**Note:** Once this request is approved and processed, the action is not reversible and part of the student's permanent record.

\*Student Name:  \*Student NSU ID:  \*Student Email:

\*Advisor Name:  \*Advisor Phone:  \*Advisor Email:

### Course(s)/Test(s) Not Counted

*Prior Award of Credit Course:	<input type="text"/>	*NSU Equivalent:	<input type="text"/>	*Source of Credit (i.e., AP, IB)	<input type="text"/>
*Prior Award of Credit Course:	<input type="text"/>	*NSU Equivalent:	<input type="text"/>	*Source of Credit (i.e., AP, IB)	<input type="text"/>
*Prior Award of Credit Course:	<input type="text"/>	*NSU Equivalent:	<input type="text"/>	*Source of Credit (i.e., AP, IB)	<input type="text"/>
*Prior Award of Credit Course:	<input type="text"/>	*NSU Equivalent:	<input type="text"/>	*Source of Credit (i.e., AP, IB)	<input type="text"/>
*Prior Award of Credit Course:	<input type="text"/>	*NSU Equivalent:	<input type="text"/>	*Source of Credit (i.e., AP, IB)	<input type="text"/>

\***Rationale:** (Choose from dropdown options below)

| Course is not part of academic plan |

\***Comments:** (If you selected "other" in the rationale section, provide comments below.)

\*Student Signature: \_\_\_\_\_

\*Date:

\***Approval:**

Academic Advisor:

\*Date:

TES Representative:

\*Date:

**Please note:** Submit this completed form to [ugadvising@nova.edu](mailto:ugadvising@nova.edu). The requested action will be completed once it has been approved by Enrollment and Student Services.

