

CONTRACT ADDENDUM FORM

Student Name:

Advisor:

Proposed Graduation Date:

For Students:

- I. Print out your sophomore year graduation contract. (Copies of your contract are also in the JNST and Registrar's office.)
- II. Looking at your course list by *chronology*, highlight **ALL** classes you did **NOT** take, including initial proposed study abroad courses and for-credit internships.
- III. Write all of the classes you *did not* take in the left-hand "Courses Originally Proposed" column of the addendum sheet.
- IV. In the right-hand "Courses Taken" column, list the courses you *substituted* for your proposed courses.
- V. In the section "Reasons for Substitution," please write a brief rationale for your substitution (e.g., "contract stipulation," "contract suggestion," "course unavailable," etc).
- VI. Give your addendum form to your advisor to sign.
- VII. Once your advisor has signed your addendum, give it and the following three items to the Johnston Director: **1.) your original sophomore year contract 2.) your contract summary sheet 3.) a print out of your transcript. The Director cannot review your addendum without this accompanying material.**
- VIII. Pick up your addendum form from the Director and take it up to the Johnston Registrar, Teresa Area.

For Advisors:

Please review the course lists from your advisee's sophomore contract as well as any stipulations from the Sophomore Contract Committee meeting. Your advisee's final courses should reflect the spirit of the breadth, depth, and cross-cultural components reflected in the Sophomore Contract course listings and Stipulations. If you have question about how to review this form, please contact Julie Townsend or Teresa Area. If your advisee is missing courses in any of the three areas of breadth, depth, or cross cultural, please work with your advisee on how to complete the necessary courses for graduation.

Courses originally proposed:

Courses taken:

Reasons for Substitution:

- | | | |
|-----|-----|-----|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |

Signatures:

Student

Johnston Center Director

Advisor

Date

Director's Notes: