



COURSE SUBSTITUTION FORM

Normally, the courses required to complete the total degree plan are offered frequently or on a rotational basis so that the student, with academic advisement, may complete all requirements as stipulated in a timely fashion. The faculty adviser with the support of the department head may substitute* a required course in their major or minor with another departmental course when:

1. There has been a curriculum revision and the required course listed is no longer offered;
2. The student is in the final semester before graduation and one required course is offered at a time that conflicts with another required course, or a required course is not being offered during that final semester;
3. The same course is required in the student's minor, second major or minor; or
4. The faculty adviser has waived a requirement and has selected another course to complete the required hours.

All course substitutions must be signed by the department head.

*The use of course substitutions and the waiving of requirements are restricted to 50 percent or less of the stipulated course requirements for each major or minor.

NAME	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last	First	MI

NMU IN	<input type="text"/>	MAJOR	<input type="text"/>	MINOR	<input type="text"/>
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In accordance with university policy, please substitute the following course:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Course ID	Course Title	Credit Hours

To replace the course listed below:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Course ID	Course Title	Credit Hours

The substitution is recommended because:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Advisor Name	Advisor Signature	Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Head Name	Department Head Signature	Date

Dr. Lisa Eckert	<input type="text"/>	<input type="text"/>
Dean of Graduate Studies	Graduate Studies Signature	Date