

Undergraduate course substitutions

email: [degaudit@nmu.edu](mailto:degaudit@nmu.edu)

Graduate course substations

email: [graduate@nmu.edu](mailto:graduate@nmu.edu)

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Last First Middle Initial**

**NMU IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAJOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MINOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In accordance with university policy, please substitute the following course:**

**\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ to replace**

**Course ID Course Title Credit Hours**

**\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ which is required in the**

**Course ID Course Title Credit Hours**

**student’s [check below] degree program.**

|  |  |
| --- | --- |
|  | **Major** |
|  | **Minor** |
|  | **Concentration** |
|  | **Other Required Courses** |

**The substitution is recommended because:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Adviser Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head Signature Date**