



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

Graduate course substitutions  
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:**

|           |              |              |                                 |
|-----------|--------------|--------------|---------------------------------|
| Course ID | Course Title | Credit Hours | <b>to replace</b>               |
|           |              |              |                                 |
| Course ID | Course Title | Credit Hours | <b>which is required in the</b> |
|           |              |              |                                 |

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

|  |                               |
|--|-------------------------------|
|  | <b>Major</b>                  |
|  | <b>Minor</b>                  |
|  | <b>Concentration</b>          |
|  | <b>Other Required Courses</b> |

**The substitution is recommended because:**

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\_\_\_\_\_  
**Adviser Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Date**