



Registrar's Office  
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## 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>
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Course ID	Course Title	Credit Hours	<b>which is required in the</b>
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**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**