Office of the Registrar
Northern Michigan University
906-227-2258 | 2202 C.B. Hedgcock

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.*

Submit Undergraduate course substitutions to the Registrar: degaudit@nmu.edu

Submit Graduate course substitutions to the College of Graduate Studies: graduate@nmu.edu

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**	☐	**Concentration**
☐	**Minor**	☐	**Other Required Courses**

The substitution is recommended because:

_____

_____

_____

_____ _____
Success Adviser Signature **Date**

_____ _____
Department Head Signature **Date**