



Registrar's Office
 C.B. Hedgcock, Room 2202
 1401 Presque Isle Avenue
 Marquette, Michigan 49855
 (906) 227-2278
 (906) 227-2231 Fax
 Email: degaudit@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	to replace
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Course ID	Course Title	Credit Hours	which is required in the
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student's [check below] degree program.

	Major
	Minor
	Concentration
	Other Required Courses

The substitution is recommended because:

Adviser Signature

Date

Department Head Signature

Date