Graduate Program Course Substitution/Elective 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 graduate program or concentration(s) 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 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 program.

NAME: _________________________________________________________________

NMU IN: _____________________________________________________________

PROGRAM: __________________________________________________________

CONCENTRATION(S): _________________________________________________

In accordance with university policy, please use the following course:

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>to replace/as an elective</td>
<td></td>
</tr>
<tr>
<td>Circle choice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provide the original required course information for a substitution below.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>which is required</td>
<td></td>
</tr>
</tbody>
</table>

Complete this box for both substitutions and electives.

In the student’s [check below] degree:

- [ ] Program
- [ ] Concentration
- [ ] Other Required Courses/Electives

The substitution/elective is recommended because:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

____________________________  ________________
Adviser Signature            Date

____________________________  ________________
Department Head Signature    Date

For graduate office use only:

Course substitution/elective change made in Banner by ______________________ on ________________

Person                   Date