



## 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: \_\_\_\_\_  
Last
First
Middle Initial

NMU IN: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

CONCENTRATION(S): \_\_\_\_\_

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

			<b>to replace/as an elective</b>
Course ID	Course Title	Credit Hours	<i>Circle choice</i>

Provide the original required course information for a substitution below.

			<b>which is required</b>
Course ID	Course Title	Credit Hours	

Complete this box for both substitutions and electives.

In the student's [check below] degree:

	<b>Program</b>
	<b>Concentration</b>
	<b>Other Required Courses/Electives</b>

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