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:

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

to replace

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

which is required in the student’s [check below] degree program.

<table>
<thead>
<tr>
<th>Major</th>
<th>Minor</th>
<th>Concentration</th>
<th>Other Required Courses</th>
</tr>
</thead>
</table>

The substitution is recommended because:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

______________________________________  ____________________
Adviser Signature                      Date

______________________________________  ____________________
Department Head Signature               Date