
REQUEST FOR GRAD COURSE SUBSTITUTION

Please submit at least three weeks prior to the start of a term/session.

Review the course requirements for your program.

Identify a comparable course that you would like to substitute in place of a listed course.

Submit this form to your designated Career and Academic Advisor and allow two weeks for processing.

STUDENT INFORMATION

Name:

Student ID Number:

Current Program:

Current Concentration:

Northeastern Email Address:

SUBSTITUTION DETAILS

1. What is the course number and full title of the class you wish to replace with an alternative? (for ex., DGM 6506 Intro to Digital Video)

2. What is the course number and full title of the replacement class you wish to take in place of the above?

3. Please check one of the boxes below. I would like to apply the replacement class as:

- A core requirement course in my program
- A course required as part of one of the listed concentrations in my program
- An elective in my program

REASON BEHIND REQUEST (Please provide a brief explanation in the space below of your rationale for requesting the substitution).

Student Signature: _____ Date: _____

OFFICE USE ONLY: accepted or denied (check one) Signature: _____ Date: _____
