

UNMC Graduate Studies Course Substitution Request Form

NOTE: A course substitution does not reduce the total number of graded courses or graded credit hours a student must complete for degree requirements at UNMC. If a course substitution is granted, then the student must complete a replacement graded course of at least an equivalent number of credits as a substitute.

[Graduate Studies Transfer Credit and Substitution Policy](#)

Student Info:

- Name:
- Email:
- Student ID:
- Start term (e.g. Fall 2024):
- Academic program at UNMC:

Request Details:

Please indicate the UNMC course(s) for which you are requesting a substitution

	UNMC Course(s) to be substituted		
	Course #	Course Title	Credits
1			
2			
3			

If a course listed above is substituted, please indicate the replacement course on the corresponding line below (e.g., the UNMC course on line 1 below will serve as the replacement for the UNMC course on line 1 above).

	UNMC Course(s) to be used as replacement course(s)		
	Course #	Course Title	Credits
1			
2			
3			

If a previously completed course is the basis for the substitution request, then please complete the information below about this prior course:

	Previously Completed Course(s)					
	Institution Name	Institution Location	Course #	Course Title	Course Grade	Credits
1						

2						
3						

If work experience is the basis for the substitution request, then please complete the information below about this prior experience:

	Prior Work Experience				
	Employer	Employer Location	Term or Duration	Position Title	Duties
1					
2					
3					

Documentation of Advisor's/Supervisor's Approval:

Yes I support the above requested course waiver

Advisor's/Supervisor's Printed Name:

Advisor's/Supervisor's Signature:

Attachments Required for Graduate Program or Subplan Review:

- Required curriculum for current academic program at UNMC
- If a previously completed course is the basis for the substitution request, then
 - Syllabus from the previously completed course that is the basis for the substitution request
 - Transcript that includes the previously completed course
 - WES Evaluation (for transcripts from non-US institutions)
- If work experience is the basis for the waiver request, then
 - Official letter from prior employer or comparable documentation

The graduate program director should provide the UNMC course syllabus/i and the document outlining the required curriculum for the student. Please note that the required curriculum for the student can be found in the catalog description for the student's program *for the academic year in which the student matriculated*. The catalog from all years prior to the current academic year can be found in the [catalog archive](#).

Documentation of Graduate Program or Subplan Review:

If a previously completed course is the basis for a course substitution request, please confirm the following:

Yes Course was taken no more than 10 years prior to the time of admission.
Exceptions to this time limit will be considered on a case-by-case basis.

Yes Grade received in the course to be substituted was the equivalent of "B" (3.00) or higher on the University of Nebraska grade scale.

- For courses taken at institutions outside the US, please consult the transcript evaluation (e.g. WES evaluation).

If work experience is the basis for a course substitution request, please confirm the following:

Yes The skills and knowledge demonstrated through the work experience directly relate to the topics covered in the course for which a substitution is requested.

Yes The work experience is of sufficient depth and duration. Evidence of sufficient depth and duration in the relevant field could be documented through progression of responsibilities and increasing complexity in the work undertaken.

Yes The work experience, including skills and knowledge demonstrated, depth, and duration are documented with evidence (e.g., letter from employer and copies of performance evaluations)

Graduate Program/Subplan Committee Chair Printed Name:

Graduate Program/Subplan Committee Chair Signature:

Graduate Studies Office: