

# UNMC Graduate Studies Course Substitution Request Form

**Course substitution:** A course substitution allows a student to substitute a required course if they have already demonstrated mastery of the course learning objectives. Substitutions may be granted for reasons such as prior training, comparable undergraduate coursework, a course is no longer offered, or relevant work experience.

A substitution does not reduce the total number of graded courses or credit hours required for degree completion at UNMC. If a substitution is approved, the student must complete a substituted graded course with an equal or greater number of credit hours.

The substituted course and the associated grade will appear on the transcript, and the grade associated with the course substitution will contribute to the grade point average for the UNMC program.

PhD programs or subplans accepting MD/PhD students may grant course substitutions for specific course requirements for the PhD degree completion and accept previously completed Phase I of the College of Medicine curriculum as the replacements. Programs and subplans should outline which course requirements of their PhD degree requirements will be granted course substitutions for MD/PhD students. Students and committees need not identify replacement courses, as those are identified a priori from the COM curriculum.

## 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			

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:**

I support the above requested course

Advisor's/Supervisor's Printed Name:

Advisor's/Supervisor's Signature:

**Documents required for Graduate Program or Subplan Review for course substitution:**

- Required curriculum for current academic program at UNMC
- If a previously completed course from another institution is the basis for the substitution request, then
  - Syllabus from the previously completed course from the other institution that is the basis for the substitution request (please turn this in with the form to Graduate Studies)
  - Transcript that includes the previously completed course
  - WES Evaluation (for transcripts from non-US institutions)
- If work experience is the basis for the substitution request, then
  - Official letter from prior employer or comparable documentation (please turn this with the form into Graduate Studies)

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. Please be sure you have reviewed the following:**

Courses eligible for transfer must have been completed within 10 years prior to the student's admission. Exceptions may be considered on a case-by-case basis.

The grade earned in any course considered for transfer credit must be equivalent to a 'B' or higher on the University of Nebraska grading scale. One UNMC course with a grade of 'B– or lower may be considered on a case-by-case basis. 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:

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

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.

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). This documentation should be attached.

Please explain why the above substitution request is being made:

**Graduate Program/Subplan Committee Chair Printed Name:**

**Graduate Program/Subplan Committee Chair Signature:**

Submit to [unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu) for processing.

**Graduate Studies Office:**