

COURSE SUBSTITUTIONS AND WAIVERS

PURPOSE

To minimize the need to complete Curriculum Review Forms (CRFs) and to provide academic advisors with authorization to sign Individual Curriculum Adjustment Forms (ICAFs), this document outlines exceptions that can be authorized by academic advisors. If a course is listed in the table below as an acceptable substitute/waiver, a CRF will not need to be completed. In addition, academic advisors are authorized to sign the ICAF without the need for further authorization from the Assistant Dean of Graduate Affairs or other designated Faculty Chairs.

CLASS TABLE

CLASS SUBSTITUTIONS OR WAIVERS BASED ON AWARDED PROGRAMS

1 st Degree Program	Courses that Can Serve as a Substitute or Waiver	Program Change or 2 nd Degree Program	Required Course
UG Accounting Degree	HCBE Open Elective, MACC course may be an option upon consulting with Chair as student has a UG accounting degree	MBA	ACT 5140
MACC	ACTP 5004 or ACT 5733	MBA	ACT 5060/5140
MACC	ACT 5756	MIBA	ACT 5809
MBA	FIN 5080/FIN 5130	MIBA	FIN 5805
MIBA	FIN 5805 and FIN 5815	MBA	FIN 5080/FIN 5130
MS HRM	Must complete entire degree	MBA MGT MS LED	HRM 5030/HRM 5310
MIBA	SCM 5831/SCM 5410	MBA SCM/Cert SCM	SCM 5831
Criminal Justice with A Business Administration Concentration	CJI 6310 (21 st Century MGT Practices)	MBA	MGT 5012 (CJI 6310)
	CJI 6320 (Legal Ethical and Social)		MGT 5015 (CJI 6320)
	CJI 6340 (Managing Human Resources)		HRM 5310 (CJI 6340)
	CJI 6340 (Managing Human Resources)		HRM 5030 (CJI 6340)
	CJI 6350 (Deliver Sup Customer Value)		MKT 5017 (CJI 6350)
	CJI 6350 (Deliver Sup Customer Value)		MGT 5620 (CJI 6301)
	CJI 6301 (Managing Legal Ethical, and Social Challenges)		MGT 5630 (CJI 6302)
	CJI 6301 (Managing Legal Ethical, and Social Challenges)		MKT 5125 (CJI 6303)
	CJI 6302 (Influencing People for Organizational Effectiveness)		LED 5686 (CJI 6305)
	CJI 6302 (Influencing People for Organizational Effectiveness)		
	CJI 6303 (Marketing Decisions for Managers)		

	CJI 6305 (Leading Creativity and Innovation for Sustainability)		
Management Information Systems with a concentration in Business Intelligence/Analytics	MMIS 642	MBA	MMIS 642
	MMIS 643		MMIS 643
	MMIS 692		MMIS 692
MS Criminal Justice	CJI 510	MPA concentration in Criminal Justice	CJI 510
	CJI 520		CJI 520
	CJI 530		CJI 530
	CJI 540		CJI 540
	CJI 550		CJI 550
MS in Disaster and Emergency Management	DEP 5001	MPA concentration in Disaster and Emergency Management	DEP 5001
	DEP 5020		DEP 5020
	DEP 5070		DEP 5070
	DEP 5090		DEP 5090
	DEP 6110		DEP 6110
	DEP 6424		DEP 6424

Students who have completed a program within NSU not listed on this table will not obtain consideration for course work to be applied towards a business degree.

APPROVED SUBSTITUTIONS/WAIVERS NOT BASED ON AWARDED DEGREES OR CERTIFICATES

Required Course	Waivers	Courses that Can Serve as a Substitution
ACT 5140	Waive if student holds a current CPA license	
ACT 5740	waive for MACC	
ACT 5742		2014-2015 catalog and prior substitute with another ACT or TXX course as an elective option.
ACT 5744		2014-2015 catalog and prior substitute with another ACT or TXX course as an elective option.
ACTP 5001	Waive if student holds a current CPA license	
ACTP 5001 and FINP 5008	Waive for MIBA and MBA programs if FINP 5001 has been completed	
ECN 5050		Any graduate level HCBE Class
GMP prefix classes		Equivalent HCBE class if extension to eight year limit approved

HRM 5360 catalogs 201130 – 201410 contingent upon completion of HRMP 5200		HRM 5030/HRM 5310
INB 5812		MGT 5620
INB 5839/INB 5849		MGT 5170
LED 5695		LED 5696 To be applied when a student previously completed LED 5695 and elected to move the catalog term forward.
MGT 5000	Waive for students who changed major or who are seeking a second degree who have already completed MGT 5105/5020	
MGT 5001	Waive if MGT 5000 has been completed and student is moving into the 201920 catalog for MBA programs	
MGT 5102	Waive 1 credit from Curriculum	INB 5807
MKT 5070		MKT Certificate per catalog 2015-2016 (semesters 201620-201650). MKT 5070 cannot be double dipped if previously completed as part of another degree. Student must select another MKT course to meet curriculum requirements.
MKT 5200		Any MKT concentration class with the exception of MKT 5290/5590.
MKT 5230		Any MKT concentration class with the exception of MKT 5290/5590.
MKT 5240		PIM 5010/PIM 5455
MKT 5955		MKT 5585
SCM 5840		PIM 5010/PIM 5455
Dual Degree Program	Waive designated classes per catalog, student must meet criteria in first program to have HCBE degree awarded.	

POLICY & PROCEDURE

CRFS

CRFs will only be submitted to the Assistant Dean or appropriate Faculty Chair in the following instances:

- Request for Eight Year Time Limit Extension

- Request for Reinstatement (students returning from suspension) to an HCBE Program (form to be submitted to Associate Director of Enrollment Services)
- Upon Readmission (students returning after more than one year of inactivity) for students whose academic plan will require more than eight years for program completion

If the course is not listed in the table above, a CRF may be submitted for further consideration of substitutions or waivers.

ICAFS

COURSE SUBSTITUTIONS, WAIVERS AND TIME LIMIT

An Individual Curriculum Adjustment Form (ICAF) will need to be completed in one of two ways to reflect course completion:

- Substitution – A substitution request will be made in the following instances:
 - if a student has completed the course however the course is not a part of an earned degree
 - if the class is part of a certificate program
 - Classes with GMP prefix for which a 8 year time limit extension has been granted
- Waiver – if a student has completed the course as part of a degree issued by NSU, the ICAF will be completed to waive the requirement from the student’s curriculum (and reduce the total number of credit hours required to complete the degree).
- Time Limit – Advisors may sign off on time limit extension as indicated above under the section titled CRFs.

ADVISOR AUTHORIZATION FOR ICAFS

If an email is obtained from the Assistant Dean or appropriate Faculty Chair, the message will be copied into SPACMNT and the Academic Advisor is authorized to sign the form for the adjustment to the student’s CAPP.

DUAL DEGREES

In cases of dual degree programs (e.g., JD/MBA), the courses listed per degree program in the Dual Degrees section of the HCBE graduate catalog will be waived from the curriculum upon the point of admission into the HCBE program. In order for the HCBE degree to be awarded, the student must first satisfy the degree requirements from his/her primary (e.g., non-HCBE) program. If the student does not satisfy the primary program curriculum requirements, then the waiver for the HCBE course-work will be rescinded and the student will need to successfully complete the HCBE classes and satisfy all other academic standards in order to have the HCBE degree conferred. Academic advisors are authorized to sign the ICAF for class waivers as stipulated in the graduate catalog. Students who have already completed a program with Law, Psychology, or Pharmacy will not have classes waived in the HCBE program. Both programs must be pursued at the same time in order for consideration to be granted for class waivers.