

Instructions for Credential Program Course Substitution Request

If you would like to request a course substitution, please read the instructions detailed below and complete the attached form.

1. Fill in your name and contact information. Indicate your credential program and term of admission. Students admitted Fall 2006 and later may transfer in courses taken **prior** to admission but will not be approved for additional course substitutions.
2. List the CSU Northridge Department, Number, and Title of the course you are requesting for substitution.
3. For students admitted prior to Fall 2006 who are requesting approval to take a course at another institution, indicate on the form the Department, Course Number, Course Title, the Semester and Year that you wish to complete the course, and the Institution at which you will take the course. Please be advised that you **should** have the course approved for substitution **prior** to taking it.* Please sign and date the form. An incomplete form will **not** be processed and will be returned to you via U.S. Mail.

* If you are beginning your CSU Northridge credential program with a course you have already taken and wish to request it be substituted for one listed on your Program Plan, complete this form as described above. If the course was NOT taken at CSU Northridge, you **must attach** a photocopy of the catalog description of the course from the college catalog of the year you took the course to your completed request form. You may be required to provide additional information, such as a course syllabus. Again, an incomplete form will not be processed and will be returned to you via U.S. Mail.

4. Completed request forms may be submitted directly to the Credential Office in person or through the U. S. Mail (see the address listed above). **Please do not Fax this form.** During the course of an advisement session, you may also submit the request form to an advisor in the Credential Office. At that point, the advisor may choose to make the recommendation. **Approval, however, will not be made on the spot.** After a recommendation is made, the form will be sent for an approval decision. Once this decision is made, you will be notified (usually within two weeks) of the outcome.

Certain courses in your program may not be subject to substitutions. Existing policies limit the number of courses and/or units that may be substituted. Courses more than 7 years old are typically outdated and will not be approved for substitution. Please check with the Credential Office, the web site, the University catalog, or an advisor in the Credential Office for current policies relating to credential program course substitution requests.