

## Credential Program Course Substitution Request

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Credential Program: \_\_\_\_\_

Pathway: \_\_\_\_\_ Admission Term: \_\_\_\_\_

Submit this form to the Credential Office in person or through email at credprep@csun.edu with the following items attached:

1. Catalog course description from the year you took the course.
2. Syllabi for course.

**Existing policies limit the number of courses and/or units that may be substituted. Courses more than 7 years old will not be approved for substitution. No time limit for U.S. Constitution course.**

CSUN Course #	CSUN Course Title	Equivalent Course #	Equivalent Course Title	College/Univ. of equivalent course	Units	Term Year

After a recommendation is made, the form will be sent for an approval decision. Once this decision is made, you will be notified via email (usually within two weeks) of the outcome.

**FOR OFFICE USE ONLY:**

- Need additional information     
  Recommended     
  Not Recommended  
 Against Policy     
  Unsatisfactory

\_\_\_\_\_  
 Signature                                      Title                                      Date

Comments: \_\_\_\_\_

- Approved       Not Approved

\_\_\_\_\_  
 Signature of Credential Office Director                                      Date

Candidate Notified      Date: \_\_\_\_\_      Initials: \_\_\_\_\_