California State University
Northridge

David Nazarian College of Business and Economics
Student Initiated Request

Course Substitution or Waiver Recommendation for Undergraduate Students

Use this electronic form to request course substitutions or waivers in the major or minor of undergraduate students. It cannot be used for graduate programs or for General Education coursework.

Instructions: Send an email from your CSUN account with the subject line "Course Substitution Request" to the appropriate department chair with: ① a completed substitution/waiver form and ② a current DPR and supporting documents (i.e. course descriptions and/or syllabus, etc.) as attachments. See page 2 for list of department chairs.

Date _____ **Student ID** _____

First Name _____ **Initial** _____ **Last Name** _____

Department _____ ☐**Major** ☐**Minor** _____ **Catalog Year** _____

[Check one] [Specify major or minor, as appropriate]

SUBSTITUTION

Substitute the following course(s) for requirement. Check the major or minor selection that applies: ☐Major ☐Minor

Course(s) to be Substituted for the CSUN requirement	From Institution		CSUN Course or area fulfilled by the substitution
		To Replace	
		To Replace	
		To Replace	
		To Replace	
		To Replace	
		To Replace	
		To Replace	
		To Replace	

WAIVER

Waive the following course(s) or units for requirement. Check the major/minor selection that applies: ☐Major ☐Minor

_____

_____

_____

DEPARTMENT USE ONLY

Comments _____

Signature _____ Date _____

OFFICE USE ONLY – GRADUATION EVALUATION SERVICES

Comments _____

Signature _____ Date _____

David Nazarian College of Business and Economics Department Contact

Department	Chair or Designee	Email	Phone (818) 677-xxxx	Location
Accountancy	Dr. Michael Doron	michael.doron@csun.edu	2461	JH 3123
Business Honors	Dr. Barbara Gross	barbara.gross@csun.edu	2169	JH 4264
Business Law	Dr. Melanie Williams	melanie.williams@csun.edu	2905	JH 3121
Economics	Dr. Nancy Virts	nancy.virts@csun.edu	2462	JH 3125
Finance	Dr. Monica Hussein	monica.her@csun.edu	2459	JH 3125
Global Supply Chain Mgt.	Dr. Ali Behnezhad	ali.behnezhad@csun.edu	2470	JH 3121
Information Systems	Dr. Richard Ye	richard.ye@csun.edu	3461	JH 3212
Insurance and Financial Services	Dr. Monica Hussein	monica.her@csun.edu	2459	JH 3125
Management	Dr. Christopher Jones	christopher.jones@csun.edu	2466	JH 3109
Marketing	Dr. Mary Curren	mary.curren@csun.edu	2458	JH 3119
Quality Mgt. and Assurance	Dr. Ali Behnezhad	ali.behnezhad@csun.edu	2470	JH 3121
Real Estate	Dr. Melanie Williams	melanie.willams@csun.edu	2905	JH 3121
Systems and Operation Mgt.	Dr. Ali Behnezhad	ali.behnezhad@csun.edu	2470	JH 3121

Special Information for Students Substituting Lower Division Business Core Courses: BUS 104, COMP 100, ENGL 205*, MATH 103 or higher, and MATH 140

Department	Chair	Email	Phone (818) 677-xxxx	Location
BUS 104	Dr. Mary Curren	mary.curren@csun.edu	2458	JH 3119
COMP 100	Dr. Richard Ye	richard.ye@csun.edu	3461	JH 3212
MATH 103 or Higher	Dr. Ali Behnezhad	ali.behnezhad@csun.edu	2470	JH 3121
MATH 140	Dr. Ali Behnezhad	ali.behnezhad@csun.edu	2470	JH 3121

*For ENGL 205 substitutions, please email Dr. Pandey at iswari.pandey@csun.edu.