

## Instructions for Course Substitution or Waiver Request

If you have completed a course that you believe meets one of your major or minor requirement(s), please follow the steps provided below.

### Step I: Preliminary Review

Check the description of the course you have completed against the course offered at CSUN (course descriptions may be found in the university catalog: <http://catalog.csun.edu>). If the two course descriptions cover the same or closely similar material and you have earned a “C” or better in the course, submit a Course Substitution or Waiver Request (see step II).

### Step II: Substitution or Waiver Request Form and Supporting Documents

- **Submit one Substitution or Waiver Request Form for each discipline.** Example: If you have completed a BLAW course and a MGT course and you would like them to be considered as substitutions, two separate forms must be submitted.
- Complete the fillable Course Substitution or Waiver form at the end of this document. **Please be sure to save this pdf form on your PC first, then fill out (typed), re-save, and attach to your email.** Please do not use a Mac.
- Obtain a current Degree Progress Report (DPR) through your Portal.
- Locate a course syllabus and/or course description for the course you wish to be substituted in place of CSUN’s requirement.
- International Students: If the course you wish to be reviewed was completed outside of the United States, please also provide the university’s web address(URL).

*Note: A scanner is available in BB 2129.*

### Step III: Email your Request

From your CSUN email account, email the above required documents to the appropriate designee with the subject line: “Course Substitution Request.” Upon receipt of your request, you will be notified if additional information is required.

#### DAVID NAZARIAN COLLEGE OF BUSINESS AND ECONOMICS DESIGNEES

Department	Chair/Designee	Email
Accountancy	Dr. Rishma Vedd	<a href="mailto:rishma.vedd@csun.edu">rishma.vedd@csun.edu</a>
Business Honors	Dr. Silvina Bamrungpong	<a href="mailto:silvina.bamrungpong@csun.edu">silvina.bamrungpong@csun.edu</a>
Business Law	Dr. Kurt Saunders	<a href="mailto:kurt.saunders@csun.edu">kurt.saunders@csun.edu</a>
Economics	Dr. Anton Lowenberg	<a href="mailto:anton.lowenberg@csun.edu">anton.lowenberg@csun.edu</a>
Finance	Dr. Zhong-Guo “John” Zhou	<a href="mailto:zhong-guo.zhou@csun.edu">zhong-guo.zhou@csun.edu</a>
Global Supply Chain Mgt.	Dr. Seung-Kuk Paik	<a href="mailto:seungkuk.paik@csun.edu">seungkuk.paik@csun.edu</a>
Information Systems	Dr. Paul Lazarony	<a href="mailto:paul.j.lazarony@csun.edu">paul.j.lazarony@csun.edu</a>
Management	Dr. Deone Zell	<a href="mailto:deone.zell@csun.edu">deone.zell@csun.edu</a>
Marketing	Dr. Deborah Heisley	<a href="mailto:deborah.heisley@csun.edu">deborah.heisley@csun.edu</a>
Quality Mgt. and Assurance	Dr. Seung-Kuk Paik	<a href="mailto:seungkuk.paik@csun.edu">seungkuk.paik@csun.edu</a>
Real Estate	Dr. Kurt Saunders	<a href="mailto:kurt.saunders@csun.edu">kurt.saunders@csun.edu</a>
Systems and Operation Mgt.	Dr. Seung-Kuk Paik	<a href="mailto:seungkuk.paik@csun.edu">seungkuk.paik@csun.edu</a>

#### Special Information for Students Substituting Lower Division Business Core Courses:

##### COMP 100, MATH 103 or higher, and MATH 140

Course(s)	Chair/Designee	Email
BUS 104	Dr. Deborah Heisley	<a href="mailto:deborah.heisley@csun.edu">deborah.heisley@csun.edu</a>
COMP 100 and or IS 212	Dr. Paul Lazarony	<a href="mailto:paul.j.lazarony@csun.edu">paul.j.lazarony@csun.edu</a>
MATH 103 or Higher	Dr. Seung-Kuk Paik	<a href="mailto:seungkuk.paik@csun.edu">seungkuk.paik@csun.edu</a>
MATH 140	Dr. Seung-Kuk Paik	<a href="mailto:seungkuk.paik@csun.edu">seungkuk.paik@csun.edu</a>

ENGL 205 substitutions, please email Dr. Pandey at [iswari.pandey@csun.edu](mailto:iswari.pandey@csun.edu).

**PRE-APPROVAL**

If you intend to take a major course at another institution, you must first check [www.assist.org](http://www.assist.org) for course equivalency. If it cannot be verified using [www.assist.org](http://www.assist.org), please obtain pre-approval from the appropriate department chair/designee PRIOR to enrollment in the class. Follow the steps listed in Step II of the Course Substitution or Waiver Request, but change the subject line to: "Request for Substitution Pre-Approval."

**ENROLLMENT ALERT:**

Approved course substitution(s) and/or waiver(s) for any of the lower division core requirements may restrict you from self-enrolling into BUS 302 and BUS 302L. Visit [www.csun.edu/cobaessc/300-level-business-core-registration](http://www.csun.edu/cobaessc/300-level-business-core-registration) and complete the permission number form.

