

## 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. Glen Whitman	<a href="mailto:glen.whitman@csun.edu">glen.whitman@csun.edu</a>
Finance	Dr. Kristine Beck	<a href="mailto:kristine.beck@csun.edu">kristine.beck@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. Seung-Kuk Paik	<a href="mailto:seung-kuk.paik@csun.edu">seung-kuk.paik@csun.edu</a>
Management	Dr. Philip Gorman	<a href="mailto:philip.c.gorman@csun.edu">philip.c.gorman@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. Seung-Kuk Paik	<a href="mailto:seungkuk.paik@csun.edu">seungkuk.paik@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.

### 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 in the Nazarian College. It cannot be used for graduate programs or for General Education coursework. Approval of a lower division core substitution does not imply the course will also be accepted for General Education. **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 for troubleshooting.**

<b>Date</b>	<b>Student ID</b>	
<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>
<b>Reviewing Dept:</b>	<input type="checkbox"/> Major <input type="checkbox"/> Minor	
	<small>[Check one]</small>	<small>[Specify major or minor, as appropriate]</small>

### SUBSTITUTION

Request substitution of 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
		<i>To Replace</i>	
		<i>To Replace</i>	
		<i>To Replace</i>	
		<i>To Replace</i>	
		<i>To Replace</i>	
		<i>To Replace</i>	
		<i>To Replace</i>	

### WAIVER

Request waiver of the following course(s) or units for requirement. Check the major or minor selection that applies:

Major  Minor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DEPARTMENT USE ONLY

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

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_