# **CSUN NAZARIAN**

### COLLEGE OF BUSINESS & ECONOMICS

## **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: <a href="http://catalog.csun.edu">http://catalog.csun.edu</a>). 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 <a href="mailto:separate">separate</a> 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

DAVID NAZARIAN COLLEGE OF BUSINESS AND ECONOMICS DESIGNEES				
Department	Chair/Designee	Email		
Accountancy	Dr. Rishma Vedd	rishma.vedd@csun.edu		
Business Honors	Dr. Silvina Bamrungpong	silvina.bamrungpong@csun.edu		
Business Law	Dr. Kurt Saunders	kurt.saunders@csun.edu		
Economics	Dr. Glen Whitman	glen.whitman@csun.edu		
Finance	Dr. Kristine Beck	kristine.beck@csun.edu		
Global Supply Chain Mgt.	Dr. Amir Gharehgozli	amir.gharehgozli@csun.edu		
Information Systems	Dr. Amir Gharehgozli	amir.gharehgozli@csun.edu		
Management	Dr. Philip Gorman	phil.gorman@csun.edu		
Marketing	Dr. Deborah Heisley	deborah.heisley@csun.edu		
Quality Mgt. and Assurance	Dr. Amir Gharehgozli	amir.gharehgozli@csun.edu		
Real Estate	Dr. Kurt Saunders	kurt.saunders@csun.edu		
Systems and Operation Mgt.	Dr Amir Gharehgozli	amir.gharehgozli@csun.edu		

## 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	deborah.heisley@csun.edu
COMP 100 and or IS 212	Dr. Amir Gharehgozli	amir.gharehgozli@csun.edu
MATH 103 or Higher	Dr. Amir Gharehgozli	amir.gharehgozli@csun.edu
MATH 140	Dr. Amir Gharehgozli	amir.gharehgozli@csun.edu

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

### **PRE-APPROVAL**

If you intend to take a major course at another institution, you must first check <a href="www.assist.org">www.assist.org</a> for course equivalency. If it cannot be verified using <a href="www.assist.org">www.assist.org</a>, 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 <a href="www.csun.edu/cobaessc/300-level-business-core-registration">www.csun.edu/cobaessc/300-level-business-core-registration</a> and complete the permission number form.

# **CSUN NAZARIAN**

COLLEGE OF BUSINESS & 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 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 312 and BUS 302L. Visit <a href="https://www.csun.edu/cobaessc/300-level-business-core-registration">www.csun.edu/cobaessc/300-level-business-core-registration</a> and complete the permission number form for troubleshooting.

Date		Student ID				
First Name		Initial	Last Name			
Reviewing						
Dept:	Major					
	[Check one] [Specify major or minor, as appropriate]					
SUBSTITUT	ION					
Request substitution of the following course(s) for requirement. Check the major or minor selection that applies:						
Major   Minor						
	e(s) to be Substituted	From Institution		CSUN Course or area fulfilled		
for the	e CSUN requirement			by the substitution		
			To Replace			
			To Replace			
			To Replace			
			To Replace			
			To Replace			
			To Replace			
			To Replace			
WAIVER Request waive	·	) or units for requiremer	nt. Check the ma	ajor or minor selection that applies:		
DEPARTMENT USE ONLY						
Reviewed by	:		te:			