



**INSTRUCTIONS**

- Use this form to inform the Office of the Registrar of a course you are using to count towards your CNU degree.
- Courses **must** be approved by the Office of Academic Affairs prior to submitting this form.
- An official transcript of the course being substituted must be on file with the University. If it is not, the student must request an official transcript from their previous university before this form will be processed.
- The substitution will not be approved unless all signatures of approval are complete (see below).

**STUDENT INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Student ID#: \_\_\_\_\_ Class of: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone#: \_\_\_\_\_

**SUBSTITUTION INFORMATION**

**ALL INFORMATION MUST BE COMPLETED**

A) I am requesting a substitution for the following course required for my program (course at CNU):

Course Prefix & Number: \_\_\_\_\_ Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

B) I am requesting this course be substituted with (course from another college):

Course Prefix & Number: \_\_\_\_\_ Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

Institution (official transcript required): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Program of Study at CNU: \_\_\_\_\_

**APPROVAL**

INTERNAL USE ONLY

Please check **one**:

Recommended for Approval

Not Recommended for Approval

\_\_\_\_\_  
Office of Academic Affairs Date

\_\_\_\_\_  
Registrar Date

Official Transcript on file/received? \_\_\_\_\_

Entered into CAMS: \_\_\_\_\_