



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: _____