



**This substitution form is for all students entering NJCU in Fall 2016 or later and non-transfer students entering in Fall 2015 or later. All students requesting to substitute a course from another institution for an elective must submit this form and supporting documentation to the College of Arts and Sciences Dean's Office located in Karnoutsos Hall - Room 605 for review.**

**Directions:**

- 1.) Attach a typed letter and provide an explanation of the course(s) being requested to use as an elective(s) and the reason for the request.
- 2.) Include a copy of the course description.
- 3.) Get all appropriate signatures.
- 4.) If the student plans to take the course at another institution, the student must: