

This substitution form is for all students requesting to substitute a course for a Major requirement. The student must submit this form and supporting documentation to the Major Department Chair for review.

Directions:

- 1.) Attach a typed letter and provide an explanation of the course(s) being requested to use as a substitute 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
 - a. Receive approval prior to enrolling in the course outside of NJCU
 - b. Submit the approved substitution form to the Transfer Resource Center
 - c. Transfer credits will only be granted for courses at the college level (100+) with grades of C or better.
 - d. Request an official transcript from the other institution immediately after completing the course(s) and have it sent to:

Transfer Resource Center
 New Jersey City University
 University Advisement Center
 2039 Kennedy Boulevard
 Jersey City, New Jersey 07305-597

1. _____ (Last Name) (First Name) 2. _____ (Gothic ID)

3. _____ (Home Address, City, State & Zip code) 4. _____ (Phone Number Home/Cell)

4. _____ (NJCU/Personal Email Address) 5. _____ (Major/Minor)

6. Course(s) being requested:			7. Major Requirements to be substituted:		
Course Catalog #	Course Title	Credits	Course Catalog#	Course Title	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

7. At what institution will course(s) be taken? NJCU Other, please specify _____

8. Is the course(s) listed on your Transfer Credit Evaluation? _____ If not, what semester will course(s) be taken _____
 (Yes/No)

9. _____ (Student's Signature) _____ (Date) 10. _____ (Advisor's Signature) _____ (Date) _____ (Email address)

FOR CHAIR'S USE ONLY: APPROVED NOT APPROVED RETURNED TO STUDENT (Pending additional information)
