Substitution/Waiver Procedures

SUBSTITUTION: To be requested when a student has completed a course that is similar in content to a required course.

WAIVER: To be requested when a student has had previous training or experience equivalent to the instruction in the particular course. (Refer to Non-traditional Education form or Credit by Exam form for additional options). NOTE: Courses that are waived do not eliminate the overall credit requirement for any degree.

Procedures: (CSN encourages students to meet with an academic counselor to ensure all degree requirements are being met before submitting form).

1. Student will complete form and submit along with documentation (including but not limited to degree sheet for appropriate catalog year and CSN unofficial transcript or transfer credit report) to his or her Degree Granting Chair (or designee), if degree has no emphasis, please see below.
   - For Associate of Arts with no emphasis, submit to Dean of Arts and Letters.
   - For Associate of Business, submit to Dean of Business, Hospitality & Public Services.
   - For Associate of Science with no emphasis, submit to the Dean of Science and Math.
   - For Associate of General Studies, submit to the Associate Vice President of Academic Affairs.

2. Degree Granting Chair recommends approval/denial and forwards the request to the Required Course Department Chair (or designee).
   - Please include documents submitted by student and/or written explanation for decision.

3. Required Course Department Chair reviews and recommends approval/denial of the request and forwards to the Academic Officer designated by the Vice President of Academic Affairs.
   - Please include documents submitted by student and/or written explanation for decision.

4. Academic Officer approves/denies the recommendations and forwards to the Office of the Registrar.
   - Please include documents submitted by student and/or written explanation for decision.

5. The Office of the Registrar reviews request to ensure all requirements have been met, notates the final decision on student's file, and notifies student of decision via email.

Substitution/Waiver Request Form

Required student fields (please fill out all fields correctly to ensure accurate processing of your request):

Last Name: _____ First Name: _____

NSHE ID or Social Security #: _____ Phone #:_____

Email Address: _____

Degree:_____Emphasis: _____Catalog year: _____

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SUBSTITUTION REQUEST: To be requested when a student has completed a course that is similar in content to a required course.

Required course: _____ _____ _____ _____
 (Department) (Course Number) (Course Title) (Credits)

Suggested Substitution: _____ _____ _____ _____
 (Department) (Course Number) (Course Title) (Credits)

Where and when was the course completed for substitution? (Must attach CSN transcript or Transfer credit report)

Institution: _____ Semester: _____ Year:_____ Grade: _____

Comments:_____

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WAIVER REQUEST: To be requested when a student has had previous training or experience equivalent to the instruction in the particular course. (Refer to Non-traditional Education form or Credit by Exam form for additional options). NOTE: Courses that are waived do not eliminate the overall credit requirement for any degree. General Education courses cannot be waived.

Department: _____ Course #: _____ Course Title: _____ Credits: _____

Comments:_____

_____

OFFICIAL USE ONLY

Degree Granting Chair:	_____ SIGNATURE	Recommended	Not recommended	_____ DATE
Required Course Chair:	_____ SIGNATURE	Recommended	Not recommended	_____ DATE
Academic Officer:	_____ SIGNATURE	APPROVED	DENIED	_____
Registrar:	_____ SIGNATURE	APPROVED	DENIED	_____ DATE

OFFICE OF THE REGISTRAR USE ONLY

Logged in.   Email sent to student and department.