



REQUEST TO SUBSTITUTE ELECTIVE COURSES

Directions:

- 1.) Include a copy of the course descriptions.
- 2.) Attach a typed letter indicating a reason for the request.
- 3.) Get all appropriate signatures.
- 4.) Submit approved form to the transcript evaluator in Vodra Hall 101.
- 5.) Request an official transcript from the other institution immediately after completing the course(s) and have it sent to:

Transfer Evaluator
New Jersey City University
University Advisement Center
2039 Kennedy Boulevard
Jersey City, New Jersey 07305 - 1597

Current _____

Address: _____

Telephone #: _____

NOTE: Transfer credits will only be granted for grades of C or better. Please return this form to the Transfer Evaluator in the University Advisement Center in Vodra Hall.

1. _____ (LAST NAME) _____ (FIRST NAME) 2. _____ (STUDENT ID#)

3. Have you applied for your major? ☐ YES ☐ NO If yes, what is your major? _____

4. Course(s) being requested:
COURSE CATALOG # COURSE TITLE CREDITS

5. Area requirement(s) to be substituted:
COURSE CATALOG # COURSE TITLE CREDITS

6. At what institution will course(s) be taken? ☐ NJCU ☐ OTHER, please specify: _____

7. Select the semester or session course(s) that will be taken: FALL _____ SPRING _____ SUM I _____ SUM II _____

8. _____ (STUDENT'S SIGNATURE) _____ (DATE)

9. Recommended: _____ (SIGNATURE OF CHAIRPERSON) _____ (DATE)

FOR DEAN'S OFFICE USE ONLY: ☐ APPROVED ☐ NOT APPROVED ☐ RETURNED TO STUDENT; DECISION
PENDING ADDITIONAL INFORMATION

(DEAN OF ARTS AND SCIENCES/DESIGNEE) _____ (DATE)

Comments: _____

FOR EVALUATOR'S USE ONLY: PROCESSED BY: _____ (UNIVERSITY ADVISEMENT CENTER) _____ (DATE)

TRANSCRIPT(S) RECEIVED: _____ (DATE) _____ (CREDITS)

(EVALUATOR'S SIGNATURE) _____ (DATE)

Copy to: Evaluator
Student Folder
Student