# Course Substitution of Major or Minor

## Requirements for Bachelor's Degree

**Name**

**Date**

**Student ID**

**Phone**

**Major/Minor**

**Concentration/Emphasis/Option**

List the courses you wish to have considered for substitution below. **Attach a photocopy of the catalog course description or a course syllabus for each course for the year taken (syllabus strongly recommended.)** If you have attended more than one institution, please turn in a separate form for each institution. An incomplete form may delay a decision on your substitution request. A specific grade requirement may change the substitution decision. Please review catalog for minimum grade required and attach a grade report as proof of grade.

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<th>Institution</th>
<th>City/State</th>
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<th>Approve</th>
<th>Deny</th>
<th><strong>Transfer Course Subject/Number</strong></th>
<th><strong>Transfer Institution Course Title</strong></th>
<th><strong>Units</strong></th>
<th><strong>Term/Year Taken</strong></th>
<th><strong>Grade</strong></th>
<th><strong>CSU Channel Islands Major/Minor Requirement</strong></th>
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Comments that will support or substantiate your request:

**Student's Signature**

**Date**

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**Return completed document to the Enrollment Center, Sage Hall.**

A decision and/or response will be communicated via Dolphin email, per the student communication policy (SP04-20) (SA.07.008).

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**Administrative Use Only-GE Committee/Curriculum Committee:**

Comments:

**Faculty Advisor/ Program Chair Print Name:**

**Faculty Advisor/ Program Chair Signature:**

**Date:**

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**Disclaimer to faculty: If unit value is less than CI unit, units in the major will be waived. No sub will waive university graduation unit totals.**

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**Processed by:**

**PS Update:**

**Student Notified:**

**Checklist Updated:**

**Staff Initials:**

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