NEW JERSEY
CITY
UNIVERSITY

REQUEST TO SUBSTITUTE
MAJOR COURSE REQUIREMENTS

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

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

4. **Course(s) being requested:**   5. **Area requirement(s) to be substituted:**
   COURSE CATALOG #   COURSE TITLE   CREDITS   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)

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

_____   _____
    (CHAIRPERSON'S SIGNATURE)   (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   **Prepared by R. Perez 10/09**