

Course Substitution (UG)

Used to provide documentation and a rationale for a non-standard proposed substitution.

Substitutions in Majors, Minors, and Concentrations

Per the Course Substitution Policy and Procedures, the student's advisor must approve any course substitution. For courses not equivalent in title and content, submission of this form to the Registrar is required, providing rationale which demonstrates alignment with the content and learning outcomes of the program of study. Approval may also be required by the department chair, program director, or other as required by the College/School in which the program resides.

General Education Substitutions

GE substitutions require approval of the Department Chair or Program Director relevant to the GE requirement.

Student Information

Student Name

ID #

Date

Major

Advisor Name

#1 Substitution for: Major Minor Concentration General Education Other

NDNU Course #	NDNU Course Title	Sub Course #	Sub Course Title	Semester	
Name of Institution			Units	Qtr/Sem Units	LD/UD

Rationale: State how this course aligns with the program content and learning outcomes. Attach documentation if needed.

#2 Substitution for: Major Minor Concentration General Education Other

NDNU Course #	NDNU Course Title	Sub Course #	Sub Course Title	Semester	
Name of Institution			Units	Qtr/Sem Units	LD/UD

Rationale: State how this course aligns with the program content and learning outcomes. Attach documentation if needed.

Advisor

Program Chair

GE Department Chair

Other

Please submit form to Office of the Registrar with appropriate information and signatures.

Course Substitution (UG)

Used to provide documentation and a rationale for a non-standard proposed substitution.

COURSE SUBSTITUTION POLICY

Students currently enrolled at NDNU and wanting to take courses elsewhere need to check Articulation Agreements and work with their Advisors to determine the transferability of courses before taking them. Advisors should check with the Registrar's Office as necessary for transferability requirements, and keep a record of courses they have pre-approved. (Residency requirements must be adhered to as specified elsewhere in this catalog.)

For all substitutions, the Advisor will communicate directly with the Registrar's Office via email as soon as possible regarding the substitution, and provide a brief rationale for allowing the substitution. (Please see criteria below for determining if the Substitution Justification Form needs to be filled out.)

Substitutions of GE/ Core Curriculum Courses:

Please check the Articulation Agreements and consult with the Articulation Officer in the Registrar's Office. For courses that are not listed on Articulation Agreements, the Department Chair/ Program Director in whose department the requirement resides will make the final decision.

Substitutions of Courses in the Major, Minor, or Concentration:

If a substitution is made in a concentration, minor, or major, it must be from the same subject area. For a concentration, the course should specifically and by title be related to the topic.*

If a lower division course is used as a substitution for an upper division concentration, minor, or major requirement, an equivalent number of upper division units must be taken in the concentration, minor, or major.*

* If the substitution made is from an area different than the concentration, minor, or major, the Substitution Justification Form must be filled out and signed by all appropriate parties.

For any substitution required due to a disability, the Advisor must work directly with the Director of the PASS Program to determine what is appropriate, and proper documentation must be presented to the Pass Program Director by the student. The Pass Program Director will then send the information about the required substitution to the Registrar's Office.