



College of Business Administration and Public Policy

MBA Program

mbaonline@csudh.edu

310.243.2714

PETITION FOR COURSE SUBSTITUTION

1. Submit official transcripts of course taken to University Admission and Records Office. Transcripts from CSUDH are not needed.
2. Attach catalog course description and/or course syllabus from the school the course was completed. Use one form per course substitution request.
3. Fill out student information:

First Name _____ Last Name _____
 Student ID _____
 Address _____
 City _____ State _____ Zip Code _____
 Home Phone _____ Day Phone _____

4. Which course offered at CSUDH MBA Program is the course substituting?

Course Title _____
 Course Number _____ Units _____

5. Which course have you previously taken or will take which you would like to substitute?

Course Title _____
 Course Number _____ Units _____
 Name of institution _____
 When (Term and Year) _____ Grade _____

6. Please sign to confirm that the above information is true to the best of your knowledge.

Signature _____ Date _____

7. Submit form to MBA Coordinator at mbaonline@csudh.edu.

FOR OFFICE USE ONLY

Approved _____ Denied _____

Comments:

By: _____ Date _____

Advisor Director Dean