



### 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 MPA 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 Department. Business = [busgrad@csudh.edu](mailto:busgrad@csudh.edu) OLS = [orgleadership@csudh.edu](mailto:orgleadership@csudh.edu) MPA = [mpaonline@csudh.edu](mailto:mpaonline@csudh.edu)

---

FOR OFFICE USE ONLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
 Comments:  
 By: \_\_\_\_\_ Date \_\_\_\_\_  
 Director Dean