

COURSE SUBSTITUTION REQUEST FORM

Process Guide:

1. Submit the completed Course Substitution Request and supporting documents to registrar@nexford.edu
2. The Registrar's Office reviews the request and supporting documentation.
3. Eligible requests are forwarded for approval by the Registrar's Office (General Education) or Program Director/Faculty (Electives).
4. The learner/applicant is notified of the decision via their registered email address.
5. Approved substitutions are reflected in the learner's academic record and learning path.

LEARNER INFORMATION

Name:		Date requested:
Learner ID (if applicable):		Email address:
Intended Nexford Program:		

COURSE REQUESTED FOR SUBSTITUTION

GENERAL EDUCATION							Registrar use only
NXU CURRICULUM GROUP	NXU COURSE AND TITLE	INSTITUTION	COURSE CODE	COURSE TITLE	CREDIT	CREDIT SYSTEM	STATUS
☐ Written & Oral Communication	COM1200 Professional Communication						☐ Approved ☐ Denied
	**CUL2200 Intercultural Communication						☐ Approved ☐ Denied
☐ Quantitative Principles	**STA1300 Statistics						☐ Approved ☐ Denied
	QRS2150 Introduction to Spreadsheets and Modeling						☐ Approved ☐ Denied
	*QRS1250 Programming Fundamentals for Business						☐ Approved ☐ Denied

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GENERAL EDUCATION							Registrar use only
NXU CURRICULUM GROUP	NXU COURSE AND TITLE	INSTITUTION	COURSE CODE	COURSE TITLE	CREDIT	CREDIT SYSTEM	STATUS
☐ Natural & Physical Science	SCI2150 Environmental Science						☐ Approved ☐ Denied
	**NWL2100 Nutrition and Wellness						☐ Approved ☐ Denied
	*SCI3150 Physical Science of Artificial Systems						☐ Approved ☐ Denied
☐ Social & Behavioral Science	PBS2250 Problem Solving and Critical Thinking						☐ Approved ☐ Denied
	**SCI1150 Science of Happiness						☐ Approved ☐ Denied
	PSY1200 Decoding the Digital Consumer						☐ Approved ☐ Denied
☐ Humanities & Fine Arts	**CUL1100 American Institutions and Culture						☐ Approved ☐ Denied
	CUL2300 Cultural Aesthetic Understanding						☐ Approved ☐ Denied
	*HUM3100 Design Thinking & Human-Centered Innovation						☐ Approved ☐ Denied
*AASAIB/BSAIB course **AAS / BBA course							

Instructions: If the space provided in the Justification section is insufficient, you may use the additional page included in this form or attach a separate document containing your justification. Please ensure that each proposed course substitution is clearly identified

JUSTIFICATION (GENERAL EDUCATION)	
EXTERNAL COURSE	For each proposed substitution, explain why the course should be considered for course substitution, how it aligns with the general education requirement, and attach any supporting documentation (e.g., course description, syllabus, course outline, or transcript) to support your request. See sample below:
(ENG1001)	(Course description: Introduces principles of college-level academic writing, with emphasis on the writing process, critical reading, thesis development, organization, and effective use of evidence. Students develop skills in drafting, revising, and editing essays for different academic purposes and audiences and practice integrating and citing source material. See syllabus attached.)

JUSTIFICATION (GENERAL EDUCATION)	
(ENG1001)	(Course description: Introduces principles of college-level academic writing, with emphasis on the writing process, critical reading, thesis development, organization, and effective use of evidence. Students develop skills in drafting, revising, and editing essays for different academic purposes and audiences and practice integrating and citing source material. See syllabus attached.)

COURSE REQUESTED FOR SUBSTITUTION						
ELECTIVES						Registrar use only
NXU COURSE AND TITLE	INSTITUTION	COURSE CODE	COURSE TITLE	CREDIT	CREDIT SYSTEM	STATUS
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
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						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied
						☐ Approved ☐ Denied

Instructions: If the space provided in the Justification section is insufficient, you may use the additional page included in this form or attach a separate document containing your justification. Please ensure that each proposed course substitution is clearly identified

JUSTIFICATION (ELECTIVES)	
EXTERNAL COURSE	For each proposed substitution, explain why the course should be considered for course substitution, how it aligns with the elective requirement, and attach any supporting documentation (e.g., course description, syllabus, course outline, or transcript) to support your request. See sample below:
(ENG1001)	(Course description: Introduces principles of college-level academic writing, with emphasis on the writing process, critical reading, thesis development, organization, and effective use of evidence. Students develop skills in drafting, revising, and editing essays for different academic purposes and audiences and practice integrating and citing source material. See syllabus attached.)

JUSTIFICATION (ELECTIVES)	
(ENG1001)	(Course description: Introduces principles of college-level academic writing, with emphasis on the writing process, critical reading, thesis development, organization, and effective use of evidence. Students develop skills in drafting, revising, and editing essays for different academic purposes and audiences and practice integrating and citing source material. See syllabus attached.)

REGISTRAR USE ONLY		
Evaluator name and title:		Signature:
Decision:	☐ Approved ☐ Approved for selected course/s ☐ Denied	Date:
Comments:		