

CBPA Graduate Programs

College of Business & Public Administration
Jack Brown Hall, Room 283

_____ Date

_____ Name (Last, first, middle initial)

_____ Student ID Number

_____ @coyote.csusb OR @csusb.edu

_____ CSUSB E-mail Address

_____ Primary Phone Number

Program Information

Indicate your master program with an (X):

Master of Business in Administration Master in Science of Accountancy

❖ If your Master degree has a concentration please make note of it _____

Request for Course Substitution

Indicate the exact course prefix, number and title of the course to be substituted. If more than one, please submit a separate request form for each course:

Course Prefix & Number: _____
(Example: ACCT 625)

Course Title: _____
(Example: Seminar in Accounting Information Systems)

Indicate the exact prefix & number, title and additional information to be used for this substitution:

Course Prefix & Number: _____

Course Title: _____

Reason for Substitution:

Term Completed/To be Completed: _____ Grade Received: _____ Units Received: _____

Institution Attended: _____

Request for Change of Program Plan

Indicate the exact CSUSB course prefix, number and title of the course to be changed on your Graduate Program Plan. If more than one, please submit a separate request form for each change:

Change Course From:

Course Prefix & Number: _____ Course Title: _____

Change Course To:

Course Prefix & Number: _____ Course Title: _____

Graduate Coordinator Recommendation

After reviewing the information provided, the Request for Course Substitution or Change of Program Plan has been:

APPROVED DEFERRED DENIED

Indicate if a Department Chair/Director is recommending for review: YES NO

Comments: _____

Graduate Coordinator's Signature: _____ Date: _____

Department Chair/Director Review

The above request is: APPROVED DENIED

Comments:

Department Chair's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Distribution: Student (Scan/e-mail) Student File (original) Office of Registrar (scan/e-mail)