

## School of Health Sciences Substitution Request Form

A Substitution Request Form must be completed for each substitution course. Substitution Request Forms are specific to the degree program indicated below. **The correct major must be declared on MyCSN prior to submitting a Substitution Request Form.**

**Student NSHE ID:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Catalog Year:** \_\_\_\_\_ **Degree:** \_\_\_\_\_  
(Choose from the options on page 2.)

**Academic Plan:** \_\_\_\_\_  
(Choose from the options on page 2.)

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**Required CSN Course:** - \_\_\_\_\_  
(Prefix) (Course Number) (Course Title) (Credits)

**Substitution Course:** - \_\_\_\_\_  
(Prefix) (Course Number) (Course Title) (Credits)

Where and when was the **substitution course** completed?

**Institution:** \_\_\_\_\_

**Semester:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

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ALL of the following documents must be attached individually as a PDF or DOC (Word) in order to complete the substitution request:

- \*CSN Unofficial Transcript (REQUIRED)
- \*CSN Degree Sheet from the correct/declared Course Catalog's year (REQUIRED)
- \*Course Description from the incoming institution's Course Catalog for the year the course was completed (REQUIRED)
  - Must include the front cover of the school's catalog, copy of accreditation page, and course description.

CSN Transfer Credit Report

- Only required for courses transferred in from other institutions.

Note: Additional documentation may be requested in order to process this form. NO PHOTOS WILL BE ACCEPTED.

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Completed forms and required documentation can be emailed to the department for your Academic Plan (see page 2).

## School of Health Sciences Substitution Request Form

Use the following list to fill out the **Degree** and **Academic Plan** options above:

Degree	Academic Plan	Contact
Bachelor of Science	Dental Hygiene	Logan-Ashley.Kisner@csn.edu
	Nursing (RN to BSN Bridge)	NursingDepartment@csn.edu
Bachelor of Applied Science	Cardiorespiratory Sciences	Joshua.Densford@csn.edu
	Medical Laboratory Scientist	Dwynwen.Davies@csn.edu
Associate of Applied Science	Diagnostic Medical Sonography – Cardiac/Vascular Track	Joshua.Densford@csn.edu
	Diagnostic Medical Sonography – General/Vascular Track	Joshua.Densford@csn.edu
	Funeral Services	Joshua.Densford@csn.edu
	Health Information Technology	Joshua.Densford@csn.edu
	Medical Laboratory Technician	Dwynwen.Davies@csn.edu
	Nursing (LPN to RN)	NursingDepartment@csn.edu
	Nursing (RN)	NursingDepartment@csn.edu
	Ophthalmic Dispensing	Dwynwen.Davies@csn.edu
	Physical Therapist Assistant	Dwynwen.Davies@csn.edu
	Radiation Therapy Technology	Dwynwen.Davies@csn.edu
	Surgical Technology	Joshua.Densford@csn.edu
	Veterinary Nursing	Joshua.Densford@csn.edu
	Certificate of Achievement	Dental Assisting
Medical Assisting		Joshua.Densford@csn.edu
Medical Coding		Joshua.Densford@csn.edu
Medical Transcription		Joshua.Densford@csn.edu
Practical Nursing (LPN)		NursingDepartment@csn.edu