Petition for Substitution of Classes

Applicant Information

Date: _______________________ CSU ID: ______________________________________________________
Name: __________________________________________________________________________________
Phone (w/area code): ________________________ Email: __________________________________________

SBME Student status: (place an “X” next to the appropriate level)
   Undergraduate _______  
   Master of Engineering _______  
   Master of Engineering Online _______  
   Master of Science _______  
   PhD _______

Additional Questions

On a separate page, answer the below questions thoroughly and thoughtfully.

1. What course would you like to substitute for which course (e.g. CIVE 260 for CIVE 262)?
2. What requirement will it fulfill here at CSU (e.g. Life Science Technical Elective, Engineering Technical Elective, Core Course)?
3. Why will this course fulfill the requirement?
   a. List the prerequisites for both the course you wish to replace and the new course you are petitioning.
   b. List the catalog description for both the course you wish to replace and the new course you are petitioning.
   c. Include the syllabus for both courses.
   d. Any other information we might find helpful as we review this request.

Faculty Advisory Signature

After you’ve answered all questions and included all the above information, please have your faculty advisor sign the petition stating they agree to your request. (Petitions will not be considered without the faculty advisor signature.)

Faculty Advisor Signature: __________________________________________________________________

Instructions for Submitting Request

Undergraduates: Submit this request to Brett.Beal@colostate.edu. Questions? Contact Brett, 970-491-7077
Graduates: Submit this request to Sara.Mattern@colostate.edu. Questions? Contact Sara, 970-491-7157

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Date: _______________________ Reviewer: ______________________________________________________
_____ Petition Accepted _____ Petition Denied (please explain) _____ Need more info (please describe)