



**SCHOOL OF BIOMEDICAL  
ENGINEERING  
COLORADO STATE UNIVERSITY**

**HOW TO REQUEST OVERRIDES FOR ENGINEERING COURSES**

Below, please find the appropriate section for your needs and follow the instructions provided.

- 300-and 400-level Engineering Courses
- 500-Level Engineering Courses (Page 2)
- All Other Course Override Requests (Page 2)

**300-and 400-level Engineering Courses**

You should be able to register for Technical Electives (TEs) if you have prerequisite courses. If you receive an error code, forward that information along with your name, major, and CSU ID to the appropriate individuals below to troubleshoot:

- CBE courses: [Claire.Lavelle@colostate.edu](mailto:Claire.Lavelle@colostate.edu)
- ECE courses: [Courtney.Johnsrud@colostate.edu](mailto:Courtney.Johnsrud@colostate.edu)
- CIVE or MECH courses: Your BME adviser (use the format below)

**Please use this format when requesting overrides:**

Name:

Student ID #:

Course Needing Override: I meet prerequisites for this class (y/n):

Type of Override [e.g., prerequisites, class level (Don't know? Leave blank; your adviser will complete)]:

Cumulative GPA:

**500-level Engineering Courses on Page 2**

## **500-Level Engineering Courses**

If your cumulative GPA is less than 3.0, or you do not have the prerequisites for the course, please get written permission from the professor to take the course and forward that response along with your request. Be sure to let the professor know why you think you can be successful in the class even though you don't have the GPA and/or prerequisite courses. You may still have the knowledge!

### **500-Level BIOM and MECH Courses**

Email [Sara.Mattern@colostate.edu](mailto:Sara.Mattern@colostate.edu) with the information on Page 1 in red (name, ID, reason, etc.) along with your request.

### **500-Level CBE Courses**

You should be able to register if you have the prerequisite course(s). If you have a problem registering, email [Claire.Lavelle@colostate.edu](mailto:Claire.Lavelle@colostate.edu).

If you don't have the prerequisites or a 3.0+ cumulative GPA, email the professor. If he/she gives you permission, forward that email to [Claire.Lavelle@colostate.edu](mailto:Claire.Lavelle@colostate.edu).

### **500-Level ECE Courses**

You should be able to register if you have the prerequisite course(s). If you have a problem registering, please email [Courtney.Johnsrud@colostate.edu](mailto:Courtney.Johnsrud@colostate.edu).

If you don't have the prerequisites or 3.0+ cumulative GPA, email the professor. If he/she gives you permission, forward that email to [Courtney.Johnsrud@colostate.edu](mailto:Courtney.Johnsrud@colostate.edu).

## **All Other Course Override Requests**

To register/request an override for a course outside of the College of Engineering, email the professor and/or the department and ask for the override. In your correspondence, include your name, student ID, major, and the prerequisites that you have already acquired.

If you meet all the prerequisites and are still unable to register, provide the error code in your correspondence.

If you don't have prerequisites but think you can do well in the class, explain why you think you will be successful when requesting the override.

The professor and/or department will grant the override if approved.

## **Other questions? Ask your BME Adviser!**