

7.2 Course substitution

Last name: _____ First name: _____ SID: _____

Email: _____ Phone: _____

Select Your Program: MSCMPE MSSE

A course substitution form is necessary *only* after an **approved** Candidacy form has been submitted to the Graduate Studies (GAPE) office.

(1) Student submits:

- A copy of the submitted and approved Candidacy form
- An original Request for Course Substitution form (<http://tinyurl.com/jxolfws>)- Gape Forms
- A copy of the unofficial student transcript (my.sjsu.edu)
- 2 copies of Program of Study
(cmpe.sjsu.edu > Students > Student Forms)
(*must be **completely typewritten** with courses to be taken*)
(if applicable, attach a weekly calendar of class schedule from MySJSU or passing challenge exam letter as proof of your passed conditions)

(2) CMPE Department office *only*

Tracking Number: _____ Time Stamp: _____

(3) Program Director *only*

Decision: _____ Initial: _____ Date: _____

(4) Student

Picks up the form Time Stamp: _____