



Course Substitution Petition

Return to: Registrar's Office
 Bldg. 3 Rm. 309
 assistant.registrar@cei.edu

This petition is designed for students who wish to have courses they have already taken substituted for specific requirements for their program. For transfer courses, see the Transfer Request Petition.

Student Information

Date _____ Student ID _____
 Name _____ Program _____
 Email _____ Phone Number _____

Course Information

Please provide the following information about the exception you are requesting:

	Course Title	Course Code	Credits	Grade
Original Course				
Desired Course				

Comments:

By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.

Signature _____ Date _____

For CEI Use	
Comments:	
Signatures	
Petition is <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Program Manager _____	Date _____
Dept. Chair _____	Date _____
Dean CTE/GEN ED/HHS _____	Date _____
Registrar _____	Date _____