

## Department of Construction Management 'CON' Prefix Transfer Course Substitution Policy:

*This policy, application and form can only be used to request a substitution for 'CON' prefix course(s) within the requirements for a BS in Construction Management (CM) at Colorado State University (CSU). As such the form, application and information herein does not impact how course(s) are evaluated by other departments, colleges, the University, or the registrar's office, nor is this information applicable to any degree, certificate or program other than a Bachelors of CM at CSU.*

### **BACKGROUND AND RATIONALE:**

The Department of Construction Management (CM) at Colorado State University (CSU) provides its students with a competitive, unique and valuable Bachelor of Science (BS) degree program. The value of the BS in CM degree from CSU is due, in part, to the specific content of each class, and as such, the continuity and connection between the different courses contributes to the quality of the CM degree at CSU. Therefore, it is this content, continuity and connection between classes and across the CM curriculum that builds the comprehensive knowledge base required to pursue a career in CM.

### **APPLICATION REVIEW SCHEDULE:**

Complete applications for transfer course substitutions are reviewed once per semester on the following schedule:

<b>Complete application submitting by:</b>	<b>Will receive decision by:</b>
September 30	October 25
February 28	March 30

### **'CON' PREFIX TRANSFER COURSE SUBSTITUTION POLICY:**

The Curriculum Committee of the Department of Construction Management will review all proposed transfer course substitution applications for any 'CON' prefix course within a student's program of study.

The CM department will ONLY review 'CON' prefix transfer course substitution application requests for students who are currently enrolled at CSU. That is, **transfer course substitutions will not be reviewed, nor guaranteed, for prospective students planning to enroll at CSU at some point in the future.**

Substitution request may only be submitted after evaluation of credits is made by the CSU Registrar's Office from official transcripts. All evaluations of potential direct credit transfer course substitutions to cover 'CON' prefix course credit(s) will be completed on a **COURSE BY COURSE** basis. This means that, if a student is proposing the substitution of previous coursework to cover multiple classes, a **SEPARATE APPLICATION** must be completed for each proposed 'CON' prefix course to potentially be fulfilled by transfer credits.

Please note that a **MAXIMUM OF 15 CREDITS** may be approved for required CON prefix course substitutions. Proposed substitution courses **MUST HAVE BEEN TAKEN IN THE LAST FIVE YEARS**. Course substitutions are not allowed, and will not be reviewed for CON 101, CON 267, CON 353, CON 365, OTHER COURSES or any 400-level CON course (see CSU course [catalog](#) for course titles and descriptions).

A student may propose to substitute multiple classes from a previous institution to cover a single 'CON' prefix class at CSU. For example, a student may propose to substitute a 2-credit course in manual 'drafting' plus a 3-credit course in '3D building modeling' taken at a previous institution to cover the, 3-credit, CON 131 Graphic Communication for Construction course. However, a course from another institution cannot be proposed as a substitution for more than one 'CON' prefix course simultaneously.

The student must select the CON prefix course to which they would apply transfer credit if a substitution is approved. For example, a 'Construction Documents' course from your institution cannot be proposed as a potential substitution for both CON 131 Graphic Communication for Construction and CON 265 Plan Reading and Quantity Survey simultaneously.

If a course is proposed and the application is NOT APPROVED, the proposed course could be included in a subsequent application to cover a different course. However, once course transfer credit(s) is approved for a given course (e.g. credits have been applied toward a CSU course, 'CON' prefix or otherwise) they may not be used in any subsequent transfer course substitution applications.

To apply for transfer course substitution the student must complete the following application:

**['CON' Prefix Transfer Course Substitution Application](#)**

General questions about the Course Substitution application process can be directed to [cmadvising@colostate.edu](mailto:cmadvising@colostate.edu).