

Manufacturing Systems Engineering and Management  
Course Substitution Policy

**Course Substitution / Pre-Approval Policy**

The Manufacturing Systems Engineering and Management Department (MSEM) at CSUN only accepts course substitution requests from matriculated students (those enrolled in a CSUN degree program) who must repeat a course after their third attempt at CSUN, or in cases where the student has exhausted his/her grade forgiveness and averaging units.

Students must request pre-approval from the MSEM Department **prior** to enrolling in an off-campus course. Courses taken without pre-approval will not be accepted. After the course has been successfully completed, official transcripts must be submitted to Admissions & Records to be entered on the students' Degree Progress Report (DPR).

Manufacturing Systems Engineering and Engineering Management majors may take lower division courses at colleges that offer articulated courses. Articulated coursework does not require pre-approval. Course substitution forms are not required for articulated courses as these classes will be automatically incorporated into the student's record after an official transcript is provided to and processed by the Office of Admissions and Records. For a list of articulated courses, visit [www.assist.org](http://www.assist.org).

The MSEM Department will only accept online courses offered by the MSEM Department. No other online courses will be accepted. The minimum grade for a transfer course in the MSE/EM majors is a **C**. Courses that are not yet on the DPR will **not** be reviewed for substitution.

This policy supersedes the College of Engineering and Computer Science pre-approval requirement.