



**GE COURSE SUBSTITUTION/EXCEPTION (not for major/support)**

See Reverse for Instructions on Use and Processing

**Return all copies to the Records Office, Administration Building, Room 222**

In most cases, courses taken at Cal Poly that have not been approved for GE credit will NOT be allowed to count for GE.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
 Local Address: \_\_\_\_\_ Major: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Concentration: \_\_\_\_\_  
 Local Phone \_\_\_\_\_ Degree Expected \_\_\_\_\_ Catalog Year \_\_\_\_\_  
 Email: \_\_\_\_\_ (Ex: Spring 2003; Winter 2003) (Ex: 99-00; 01-03)

**PLEASE USE:**

_____	_____	_____
<b>Course Prefix &amp; Number</b> (Ex: ENGL 1A)	<b>Course Title</b> (Ex: English Composition)	<b>Quarter Units</b>

Taken at  To be taken at  When: \_\_\_\_\_ Where: \_\_\_\_\_  
 (Ex: Fall 2003) (Ex: Cuesta College)

If the course is not a Cal Poly course, attach a course description and, if possible, a syllabus

**TO COUNT FOR CAL POLY GE COURSE OR GE AREA:**      **GE AREA:** \_\_\_\_\_ (Ex: A1; C4)

_____	_____	_____
<b>GE COURSE:</b>	<b>Course Prefix &amp; Number</b> (Ex: ENGL 134)	<b>Course Title</b> (Ex: Writing: Exposition)
		<b>Quarter Units</b>

**Reason for substitution:** You must give a clear and complete reason for your substitution in order for your petition to be considered. If you need more space, you may attach a page of additional explanation.

Student comments: \_\_\_\_\_

I acknowledge that approval would not alter prerequisites for future courses in my major or change the total number of units required in residence or for my graduation.

<b>Student's Signature</b>	<b>Date</b>

**1. I have consulted with the student about the petition.**

Advisor-Comments: \_\_\_\_\_

<b>Student Advisor's Signature</b>	<b>Date</b>

**2. Records Office, Administration Bldg, Room 222**

**MEETS**  **DOES NOT MEET**  **State Regulations**

Evaluator-Comments: \_\_\_\_\_ (Ex: Chart 2)

<b>Evaluator's Signature</b>	<b>Date</b>

**3. I DO**  **I DO NOT**  **RECOMMEND APPROVAL**

GE Area Chair-Justification: \_\_\_\_\_

<b>GE Area Chair's Signature</b>	<b>Date</b>

**4. I DO**  **I DO NOT**  **RECOMMEND APPROVAL**

Chair/Dept offering GE Course -Justification: \_\_\_\_\_

<b>Chair/Dept offering GE Course Signature</b>	<b>Date</b>

**5. I DO**  **I DO NOT**  **APPROVE**

<b>GE Director's Signature</b>	<b>Date</b>

**Information about the  
PETITION FOR GE COURSE SUBSTITUTION/EXCEPTION**

**WHEN TO USE THE FORM:**

Requests for substitutions or exceptions *involving GE only* should use this petition form. In cases where your GE request also involves a major or support course in your major, use the **Substitution for Major or Support Courses** form instead of this GE petition form.

**HOW TO PROCESS YOUR REQUEST:**

**1. First** obtain the GE petition form from your advising center, department office, or the Records Office (Administration Building, Room 222). In consultation with your advisor, fill out the student portion (above the student signature) and get your advisor's signature (**#1**).

- In most cases, courses taken at Cal Poly that have not been approved for GE credit will **NOT** be allowed to count for GE.
- If the course you are requesting to count for GE credit is not a Cal Poly course, find the course description for the course you want to substitute from your college or university web site, or from your own records. Check to see if there is a similar course offered at Cal Poly. If so, you can compare course descriptions online at the Cal Poly catalog web site.
- If there is **NOT** a similar course offered at Cal Poly, see Cal Poly's General Education web site for a list of the educational objectives and criteria for each GE area. It is possible that the course you want to substitute might meet the objectives and criteria for one of the GE areas you need.
- If your substitution request involves information that you read or were told, be sure to attach a letter, email, photocopy, or other supporting documentation from your source to back up your request.

**2. Then** drop the petition in the Records Office drop box (Administration Building, room 222) between 8:00am and 5:00pm Monday through Friday. **You do not need to do anything further.** The Records Office staff reviews, writes comments, signs (**signature #2**), and forwards it to the GE Area Chair.

**3.** The GE Area Chair reviews the petition, writes a recommendation (pro or con) and justification, signs (**signature #3**), and forwards to the Chair of the Department offering the GE course.

**4.** The Chair of the Department offering the GE course reviews the petition, writes a recommendation (pro or con) and justification, signs (**signature #4**) and sends back to the Records office.

**5.** The GE Director reviews the petition to approve or disapprove, and signs (**signature #5**).

**6.** The Records Office will notify you of the decision regarding your petition. If your petition is denied, you may appeal to the GE Director. For instructions about an appeal, call the GE Office at (805) 756-2228.

**Please allow 3 weeks to process your petition.**