



SUBSTITUTION FOR MAJOR OR SUPPORT COURSES
Return All Copies to the Records Office, Administration Building, Room 222.

Name: _____ Student ID #: _____
 Local Address: _____ Major: _____
 City, State, Zip: _____ Concentration: _____
 Local Phone: _____ Degree Expected _____ Catalog Year _____
 Email: _____ (Ex: Spring 2003; Winter 2005) (Ex: 99-00; 01-03)

PLEASE USE:

_____ **Course Prefix & Number** (Ex: ENGL 1A) _____ **Title:** (Ex: English Composition) _____ **Quarter Units**

TAKEN AT TO BE TAKEN AT When: _____ Where: _____
 (Ex: Spring 2004) (Cuesta College)

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

TO SUBSTITUTE FOR:
(If applicable)

_____ **Course Prefix & Number** (Ex: ENGL 134) _____ **Title:** (Ex: English: Writing Exposition) _____ **Quarter Units**

Reason for Substitution: _____

If the course is also being used to satisfy a GE requirement, which GE Area? _____ (Ex B2, D5, C4)

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.

Student's Signature _____

Obtain Signatures in the Order Listed: (Recommenders may attach documents or comments to this form)

| | |
|---|---|
| I DO <input type="checkbox"/> I DO NOT <input type="checkbox"/> RECOMMEND APPROVAL | _____ |
| <i>I have consulted with the student about the petition.</i> <input type="checkbox"/> | Student Advisor's Signature _____ Date _____ |
| I DO <input type="checkbox"/> I DO NOT <input type="checkbox"/> RECOMMEND APPROVAL | _____ |
| Need for this signature VARIES . Check with your advisor. | Chair of Dept (offering required course) Signature _____ Date _____ |
| I DO <input type="checkbox"/> I DO NOT <input type="checkbox"/> RECOMMEND APPROVAL | _____ |
| Signature needed ONLY IF course also used to satisfy GE. | GE Area Chair Signature (A/C, B/F, D/E) _____ Date _____ |
| I DO <input type="checkbox"/> I DO NOT <input type="checkbox"/> RECOMMEND APPROVAL | _____ |
| | Student's Dept Chair/Head Signature _____ Date _____ |
| I DO <input type="checkbox"/> I DO NOT <input type="checkbox"/> RECOMMEND APPROVAL | _____ |
| | Student's College Dean Signature _____ Date _____ |

Records office will forward this petition to GE Director or Vice Provost ONLY IF signature is required.

I DO _____ I DO NOT _____ APPROVE _____
 GE/VP Signature _____ Date _____

Copies: Original-Records Office Copy- Student Copy-Advising Center/Major Department Copy-GE Area Chair (if a GE course)

**Information about the
SUBSTITUTION FOR MAJOR OR SUPPORT COURSES**

WHEN TO USE THIS FORM:

Requests for substitutions or exceptions **involving major or support courses** should use this petition form.

HOW TO PROCESS YOUR REQUEST:

1. Obtain the Substitution for Major or Support Courses form from your department office or advising center.
2. Go to your advisor for help in filling out the top half of the form. Have your advisor check the consultation box and, if appropriate, make a recommendation (pro or con) and sign.

Check with your advisor to see if you also need to get the signature of the Chair/Head of the Department offering the required course. If yes, get this person's recommendation (pro or con) and signature.

Check with your advisor to see if the course is also being used to satisfy a GE requirement. If yes, get the recommendation (pro or con) and signature of the appropriate GE Area Chair.

3. Get the recommendation (pro or con) and signature of your own Department Chair/Head.
4. Get the recommendation (pro or con) and signature of your College Dean. The Dean's Office will forward your petition to the Records Office.
5. If necessary, the GE Director and/or the Vice Provost for Academic Programs reviews your petition to approve or disapprove, and signs.
6. The Records Office will notify you of the decision regarding your petition.

Please allow 3 weeks to process your petition.