

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 Phone: _____ Major: _____
 Cal Poly Email: _____ Concentration: _____
 Expected Grad Term _____ Catalog Year _____
 (Ex: Spring 2018) (Ex: 15-17; 17-19)

PLEASE CONSIDER:

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

Taken at ☐ To be taken at ☐ When: _____ Where: _____
 (Ex: Fall 2015) (Ex: Cuesta College)

If the course is not a Cal Poly course, attach a course description and, if possible, a syllabus.
 Petitions without documentation will not be considered.

TO COUNT FOR CAL POLY GE AREA: _____ (Ex: D3; C4)

Reason for substitution: You must give a clear and complete reason for your request for 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.

Student's Signature	Date
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1. I have consulted with the student about the petition.

Advisor-Comments: _____

Student Advisor's Signature	Date
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2. Office of the Registrar, Administration Bldg, Room 222

Evaluations' Comments: _____

Evaluations' Signature	Date
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3. I DO ☐ I DO NOT ☐ APPROVE

Vice Provost	Date
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Information about the PETITION FOR GE COURSE SUBSTITUTION/EXCEPTION

WHEN TO USE THIS FORM:

- Requests for substitutions or exceptions *involving GE only* should use this petition form.
- If your GE request also involves a major course or a support course in your major, use the **Substitution for Major or Support Courses** form instead of this GE petition form.
- If your request is for GE credit only and is for a course taken, or to be taken, on a study abroad program, use the **GE Course Substitution for Study Abroad** form, available from the International Center.

HOW TO PROCESS YOUR REQUEST:

1. **First** obtain the GE petition form from the Office of the Registrar (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 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 at the Office of the Registrar service window (Administration Building, room 222) between 8:00am and 5:00pm Monday through Friday. **You do not need to do anything further.** The Office of the Registrar staff reviews, writes comments, signs **(signature #2)**, and forwards it to the Vice Provost.
3. The Vice Provost reviews the petition to approve or disapprove, and signs **(signature #3)**.
4. The Office of the Registrar will notify you by email of the decision regarding your petition, with a PDF of the petition attached.

Please allow 3 weeks to process your petition.