

MAJOR OR SUPPORT COURSE SUBSTITUTION/EXCEPTION
Return All Copies to the Office of the Registrar, Administration Building, Room 222.

Name: _____

Student Empl ID: _____

Phone #: _____

Major: _____

Cal Poly Email Address: _____

Concentration: _____

Expected Degree Completion Term: _____
(Ex: Spring 2015; Winter 2016)

Catalog Year: _____
(Ex: 2011-13; 2013-15)

PLEASE USE:

_____ **Course Prefix & Number** (Ex: ENGL 1A)

_____ **Title:** (Ex: English Composition)

_____ **Quarter Units**

TAKEN AT TO BE TAKEN AT When: _____
(Ex: Spring 2015)

Where: _____
(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 have consulted with the student about the petition. <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	_____
			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

The Office of the Registrar will forward this petition to the Associate Vice Provost ONLY IF signature is required.

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

**Information about the
MAJOR OR SUPPORT COURSE SUBSTITUTION/EXCEPTION**

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 the course is also being used to satisfy a GE requirement. If yes, be sure to fill out that portion of the form (just above the Student Signature).

 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.
3. Get the recommendation (pro or con) and signature of your own Department Chair/Head. The Department will usually forward your petition to the Dean's Office.
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 Associate Vice Provost for Academic Programs reviews your petition to approve or disapprove, and signs.
6. The Office of the Registrar will notify you via email of the decision regarding your petition.

Please allow 3 weeks to process your petition.