

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

See Reverse for Instructions on Use and Processing

**Return all copies to the Office of the Registrar, 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: Jane Sample Student ID: \_\_\_\_\_  
Local Address: \_\_\_\_\_ Major: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Concentration: \_\_\_\_\_  
Local Phone: SAMPLE Degree Expected \_\_\_\_\_ Catalog Year \_\_\_\_\_  
Cal Poly Email: \_\_\_\_\_ (Ex: Spring 2011; Winter 2011) (Ex: 07-09; 09-11)

**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 2010) (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 AREA:** \_\_\_\_\_ (Ex: D3; C4)**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.

Student's Signature Date

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

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

Student Advisor's Signature Date

**2. Office of the Registrar, Administration Bldg Room 222**

APC-Comments: \_\_\_\_\_

Academic Progress Counselor's Signature Date

3. I DO ☐ I DO NOT ☐ APPROVE

GE Director's Signature Date

Copies: Original: Registrar's Office

PDF Email Copy: Student

Hard Copy: Advising Center/Major Department

GE Petition/May 27, 2011