REQUEST FOR COURSE SUBSTITUTION

LAST NAME
FIRST NAME
MI
EMPL ID
PHONE
EMAIL

Directions (use a separate form for each course substitution request):
Fill out this form and provide the following support documents:
(1) an unofficial transcript*, highlighting the course to be substituted and pertinent course information;
(2) a copy of the course catalog description from the college you attended; and
(3) a copy of your course syllabus.

* For credential program courses, we will only consider substitution if you received a grade of “C” or better.

The Program Coordinator or designee of the program will approve or deny your request. If approved, retain
the signed form and submit it as part of your STEP application.

Prior to submitting your STEP packet, send this form with supportive data to:
School of Education
Credential Office
California Polytechnic State University
San Luis Obispo CA 93407

<table>
<thead>
<tr>
<th>Cal Poly course #</th>
<th>Title of course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># Units</td>
</tr>
<tr>
<td></td>
<td>Semester ☐ Quarter ☐</td>
</tr>
<tr>
<td>Equivalent course#</td>
<td>Title of course</td>
</tr>
<tr>
<td></td>
<td># Units</td>
</tr>
<tr>
<td></td>
<td>Grade*</td>
</tr>
<tr>
<td></td>
<td>Term/Year course taken</td>
</tr>
<tr>
<td>College where taken:</td>
<td>Location of college</td>
</tr>
</tbody>
</table>

This request for a course substitution is ___ Granted / ___ Not Granted.

Commentary (brief reason for judgment):

Evaluator Name and Signature ____________________________ Date ____________________________

Revised 9-29-16