



REQUEST FOR COURSE SUBSTITUTION

LAST NAME	FIRST NAME	MI	EMPL ID
EMAIL	()		PHONE

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

Cal Poly course #				
Title of course				
# Units	Semester <input type="checkbox"/> Quarter <input type="checkbox"/>			
Equivalent course#				
Title of course				
# Units		Grade*		Term/Year course taken
College where taken:				
Location of college				

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

Commentary (brief reason for judgment):

Evaluator Name and Signature

Date