



San Luis Obispo, CA 93407
College of Education

REQUEST FOR COURSE SUBSTITUTION

LAST NAME	FIRST NAME	MI	EMPL ID
		()	
EMAIL	PHONE		

Directions: If you have submitted your application to the University to pursue a Preliminary Teaching Credential, you may submit one or more requests for course substitutions. Use a separate form for each request, including the following support documents:

- (1) an unofficial transcript, noting course(s) to be substituted and highlighting pertinent course information;
- (2) a photocopy of the course description from the college you attended; and
- (3) a copy of your course syllabus, if available.

Only coursework in which you received a grade of "C-" or better will be considered. The Coordinator or designee will approve or deny your request, and the results will be sent to you via email. If approved, retain the signed form and submit it as part of your STEP I application.

Prior to submitting your STEP I packet, send this form with supporting data to:

College of Education, Student Information Center (Bldg: 02 Room: 120)
Cal Poly, San Luis Obispo CA 93407-0389

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 ___ **Approved** / ___ **Denied**.

Comments _____

Signature of Coordinator or Designee

Date

For Linguistics Courses, English Department Approval Required

Date