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

<table>
<thead>
<tr>
<th>Cal Poly course #</th>
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<tbody>
<tr>
<td>Title of course</td>
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<tr>
<td># Units</td>
<td>Semester [ ]  Quarter [ ]</td>
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<tr>
<td>Equivalent course#</td>
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<tr>
<td>Title of course</td>
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<tr>
<td># Units</td>
<td>Grade</td>
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<tr>
<td>College where taken:</td>
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<td>Location of college</td>
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This request for a course substitution is ___ Approved / ___ Denied.

Comments__________________________________________

__________________________________________________

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__________________________________________________

Signature of Coordinator or Designee  
Date  

For Linguistics Courses, English Department Approval Required  
Date