

PETITION: SUBSTITUTION FOR COURSES IN THE GENERAL EDUCATION BREADTH COLUMN
See Reverse for Instructions on Use and Completion of Form

Name:
Local Address:
City, State, Zip

I.D. Number:
Circle Career: U G TC CE VO
Major:
Concentration:
Term Degree Expected:
Catalog Years:

I REQUEST APPROVAL TO SUBSTITUTE:

COURSE PREFIX AND NO: _____ COURSE TITLE: _____ UNITS: _____

TAKEN AT (OR TO BE TAKEN AT): _____
(Name of College or University)

FOR CAL POLY GENERAL EDUCATION BREADTH REQUIREMENT:

COURSE PREFIX AND NO: _____ COURSE TITLE: _____ UNITS: _____

REASON FOR SUBSTITUTION: _____

HAS REPLACEMENT COURSE ALREADY BEEN COMPLETED? YES ___ NO ___

(Please attach course description if replacement course not taken at Cal Poly)

I ACKNOWLEDGE THAT APPROVAL MAY NOT ALTER PREREQUISITES FOR FUTURE COURSES IN MY MAJOR NOR CHANGE THE NUMBER OF UNITS REQUIRED FOR MY GRADUATION OR RESIDENCE.

Student's Signature _____ Date: _____

OBTAIN SIGNATURES 1, 2 and 3 IN THE ORDER LISTED, AND THEN RETURN FORM TO THE EVALUATIONS OFFICE:

1. Evaluations Office, Administration Bldg. 218

If this request is approved, will the student meet the General Education Breadth regulations as listed in:

	<u>Meets</u>	<u>Does Not Meet</u>
Cal Poly catalog	_____	_____
Title 5	_____	_____

_____ Date: _____

Comments: _____

2. I DO ___ DO NOT ___ RECOMMEND APPROVAL

Department Chair of Department Offering
General Education Breadth Course

3. I DO ___ DO NOT ___ RECOMMEND APPROVAL

Student's Advisor

Comments: _____

I DO ___ DO NOT ___ APPROVE

Vice President for Academic Affairs

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Explanation on Use of Form and Processing of Request

- A. This form should be used to request substitution for only those Cal Poly courses listed in the General Education Breadth column of the curriculum sheet.
- B. If the replacement course being used is not a Cal Poly course, attach a course description or outline to the request, if at all possible. The Cal Poly Library maintains a national catalog microfiche collection and has a microfiche reader-printer available.
- C. After obtaining the form at the Records Office, Administration Bldg. room 222, please fill out the student portion (above the dotted line) and leave the form for action by the Evaluations Office in one of the following two ways:
- 1) Leave it at the Evaluations Office front desk, Administration Bldg. room 218, between 11 A.M. and 1 P.M.
 - 2) Deposit it in the Records Office drop box from which it will be retrieved by Evaluations staff.
- NOTE: In either of the above situations, the form may be picked up from the Evaluations Office starting the following workday between 11 A.M. and 1 P.M. Should this time frame be impossible for you, please contact the Evaluations Office by telephone, (805) 756-2396.
- D. After the form is picked up from the Evaluations Office, obtain signatures 2 (Department Chair of Department Offering the GEB course) and 3 (student advisor). These signatures must be obtained in the order listed.
- E. Return the form to the Evaluations Office between 11 A.M. and 1 P.M., or to the Records Office drop box any time.
- F. Evaluations Office staff will forward the form to the Office of the Vice President for Academic Affairs for final review.
- G. When recommendation on the request is finalized, student and departmental copies will be distributed by the Evaluations Office.