



Web sample Only: Pick up petitions in Records or Study Abroad office
GE COURSE SUBSTITUTION FOR STUDY ABROAD

(NOT FOR MAJOR OR SUPPORT)

Name: John Doe Student ID #: 550-23-0456
 Local Address: 215 Cal Poly Lane Major: Art and Design
 City, State, Zip: San Luis Obispo, CA 93407 Concentration: Graphic Communications
 Local Phone: 550-2067 Degree Expected: Spring 05 Catalog Year: 01-03
 Email: jdoe@calpoly.edu (Ex: Spring 2003; Winter 2005) (Ex: 99-00; 01-03)

Name of International Program: _____

Dates of Study Abroad: (Ex: Sept – Dec 04) From: September 2004 To: December 2004

I have consulted with this student to discuss courses to take abroad.

1. Study Abroad Advisor Signature _____ **Date** _____

I acknowledge that approval would not alter prerequisites for future courses in my major or change the number of units required in residence or for my graduation.

2. Student Signature _____ **Date** _____

I request to substitute the **Study Abroad course(s)** below for GE credit:

STUDENTS: Fill out boxes for each course you plan to take. (see sample below) Write "L" for Lower Division. Write "U" for Upper Division.							<input type="checkbox"/> Write Y = approved or N = not approved GE Chair = GE Area Chair A/C, B/F, or D/E Dept Chair = Chair of Dept offering GE course.					
Study Abroad Course Information to count for				Poly GE Course or GE Area			3. Records		4. GE Chair		5. Dept Chair	
L/U	Prefix & No	Title	Units	Prefix & No	Units	GE Area						
L	ENGL 1334	British Literature	3 sem	ENGL 231	4	C1	?	Signature	Y	Signature	Y	Signature

For each course above, attach a course description (and, if possible, a syllabus) from the international catalog or web site. If the course is upper division, provide evidence to prove that it is.

Information about the GE COURSE SUBSTITUTION FOR STUDY ABROAD

Use this form to request Cal Poly GE credit for Study Abroad course(s).

HOW TO PROCESS YOUR REQUEST:

1. **Review** the list of GE requirements at the Cal Poly GE web site.
2. **Determine** (preferably with the help of your advisor) which GE courses you need to take.
3. **Meet** with a Study Abroad Advisor to discuss the course(s) you plan to take in the international program, and get a form for GE Course Substitution for Study Abroad.
4. **Find the course description(s)** (and, if possible, the reading list and syllabus) in the international catalog or on the web site.
5. **Check** to see if there is a similar GE course offered at Cal Poly. If so, you can compare course descriptions online at the Cal Poly catalog web site. (If there is **NOT** a similar course offered at Cal Poly, see Cal Poly's General Education web site for a list of the educational objectives and criteria for each GE area. It is possible that the international course you plan to take might meet the objectives and criteria for one of the GE areas you need.)
6. **Fill out** the form for **GE Course Substitution for Study Abroad**.
7. **Meet again** with the Study Abroad Advisor, who will review your form, sign it, and forward it to the Records Office.
8. The Records Office evaluators will review your form, approve or disapprove, and sign it. If further review is necessary, the Records Office will forward your form to the GE Area Chair, who will forward it to the Chair of the Department offering the GE course, for their approval or disapproval and signatures. Your form will then be sent to the Records Office.
9. The Records Office will notify you of the decision regarding your petition.

Please allow 4 weeks to process your petition.

IMPORTANT NOTICE:

If you are out of the country and the Study Abroad course you had planned to take is not available, you may contact the Cal Poly Records Office for advice.

Once you have completed the Study Abroad course, bring its course description, reading list, and syllabus back with you to Cal Poly, and fill out form for GE Course Substitution for Study Abroad with the help of a Study Abroad Advisor.