

GE SUBSTITUTION PROCESS

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CAL POLY
International Center

STEP 1

What courses are you going to take?

- Go to your **Advising Center** (advising.calpoly.edu)
- Review your **Degree Progress Report (DPR)** to see sections that still need to be fulfilled
 - ✓ SATISFIED Already fulfilled
 - ! SATISFIED - IP Currently enrolled in a course that will fulfill
 - ! NOT SATISFIED Still need

*Note: Common GE Areas taken abroad are C1/C2/C-Elect/UD C/D2/UD D/GE Elect (Area B/C/D)

STEP 2

Checking for course pre-approvals

1

Go to **abroad.calpoly.edu** website.

2

Use “**Advanced Program Search**” tool to find your program.

3

Click on “**Academics**” tab.

4

Click on “**Course Pre-Approvals**” button.

STEP 2

Continued




Advanced Program Search

Browse by term, academic area, or program type

Simple Search Advanced Search Cal Poly Programs Cal Poly Course Search Program Discovery

USAC CHILE: SANTIAGO - SPANISH LANGUAGE, LATIN AMERICAN CULTURES, JOURNALISM, AND INTERNATIONAL STUDIES




Overview **Academics** Cal Poly Minimum Requirements Costs

[Apply Now](#)

ABOUT USAC

USAC is an award-winning international education provider. Since 1982, USAC has provided affordable, valuable study abroad programs that enable students to enhance their academics while providing opportunities and lessons that build interpersonal, time-management, problem-solving, and adaptability skills that will aid in career development. With more than 50 affordable, authentic study abroad programs in over 25 countries, USAC strives to help students travel abroad, building their cross-cultural empathy and encouraging them to fearlessly explore not only who they are, but their place in a global society.



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[Apply Now](#)

[Course Pre-Approvals](#)

To view a list of pre-approved courses, click the green **Course Pre-Approvals** button on this page. The courses listed on the Course Pre-Approvals page do not need to go through a formal petition process as long as the expiration dates are after your program abroad has ended.

For courses that are not listed or that have expired, you will need to submit the appropriate Course Substitution Form. Review the **Course Planning -- GE** and **Course Planning -- Major & Minor** sections of our website for instructions and links to forms.

Detailed information on academic policies, including course credits and grades, is provided on the **Academic Policies** section of our website



PROGRAMS : CAL POLY COURSE EQUIVALENCY SEARCH

This form will search through Cal Poly's course database. Search for a Cal Poly course for which you'd like credit abroad to see if it is pre-approved. If you don't see a course here, go to the **Academic Planning** page for steps on requesting approval for major/support, minor, and/or GE courses.

Select 'GE' in the college field to search for GE courses that are pre-approved in each area.

In the results of this search, click the magnifying glass (to the right of each course) to find programs that offer host course equivalents.

Please Note: Course equivalency information on this page is continuously being updated as courses are reviewed and approved. If you don't see your course below, please see the Academic Planning page for next steps.

Click on the magnifying glass to the right of a course or GE area to see which programs offer courses for that equivalency.

If you see 0 courses below, then please navigate to the previous page and into the Academics tab for next steps on pre-approvals.

You searched for courses(active) applicable to the program, **USAC Chile: Santiago - Spanish Language, Latin American Cultures, Journalism, and International Studies.**

Course Code	Course Title	Course Units	College	Department/Area	Approved By
▶ FLL/SPAN 400	Advanced Spanish I		GE	Area C2	GEBB Chair
▶ SPAN 400	Advanced Spanish I	4.50	College of Liberal Arts	World Languages and Cultures	WLC Dept Chair
▶ SPAN 400	Advanced Spanish II	4.50	College of Liberal Arts	World Languages and Cultures	WLC Dept Chair
▶ FLL/SPAN 400	Advanced Spanish II		GE	Area C2	GEBB Chair
▶ ANTH/SPAN 400	Chile's Native Cultures and Languages: Northern Chile		GE	Area D: Upper-Division D	GEBB Chair

▼ FLL/SPAN 400	Advanced Spanish I	GE	Area C2	GEBB Chair
<ul style="list-style-type: none"> • Keywords: • Restrictions: Expiration Date: 30-Jun-2025 • Attached Docs: • External website/Course description: (Click to open in a new window) • Cal Poly Equivalencies: <ul style="list-style-type: none"> ◦ GE - Area C2 				

***Note: If courses are on the pre-approved list for the area you want and aren't expired, then there is no need to submit a form**

STEP 3

Finding Course Offerings

Go to “**Overview**” tab

Simple Search Advanced Search Cal Poly Programs Cal Poly Course Search Program Discovery

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Scroll down and click on the external link

biking, and horseback riding.

Immerse yourself in the local culture by learning salsa dancing, visiting vineyards, and enjoying delicious Latin American food.

Enjoy the benefits of a large urban city that has preserved the hospitality and accessibility of a small community.

Scholarship advising and assistance
Transcript assistance
Student health insurance
Local travel resources, tips, suggestions
24-hour emergency support
And more...

LANGUAGE	TERMS	CREDIT-EARNING
INSTRUCTION	AVAILABLE	OPTIONS
English Spanish	Spring Summer Fall Yearlong	Undergraduate

LEARN MORE ABOUT THE USAC SANTIAGO PROGRAM

Go to the program’s “**Courses**” section

USAC University Studies Abroad

APPLY NOW

GATEWAY LOGIN

Search Anything...

Home Chile

Santiago

About the Program Activities Calendars

Courses Fees & Deadlines

REQUEST INFO

SIGN UP NOW

Program Highlights for Santiago, Chile

- ✓ Study and explore the language, culture, literature, arts, history, anthropology, native cultures, politics, economy, international studies, and technology of the most southern country in the world through courses, internships, excursions, and field trips.
- ✓ Discover northern Chile and the Atacama Desert or southern Chile with its lakes and volcanoes in an in-depth, weeklong tour/field study.
- ✓ Experience Santiago's diverse cultural blend of native, Spanish, and international residents.
- ✓ Take advantage of great opportunities for outdoor recreation, including skiing, sandboarding, surfing, whitewater rafting, hiking, climbing, mountain biking, swimming, and horseback riding.
- ✓ Immerse yourself in the local culture by learning salsa dancing, visiting vineyards, and enjoying delicious Latin American

*Note: not every program will have the same wording for the external link

*Note: not every program will look the same to access course offerings

FILLING OUT THE GE SUBSTITUTION FORM

STEP 4

Finding the GE Course Substitution Form

Go to “Course Planning – GE”

Go to **abroad.calpoly.edu**
website

The screenshot shows the Cal Poly Global Mustang! website. On the left, a navigation menu is visible with 'Study Abroad' and 'Course Planning - GE' highlighted with red boxes. The main content area features a banner for 'Global Mustangs!' and a section for 'Faculty and Staff' with a 'Students' link.

Click on “Access the GE Substitution Form” button

The screenshot shows the Cal Poly Course Planning - GE website. The 'Access the GE Substitution Form' button is highlighted with a red box. The page includes sections for 'Overview', 'GE Courses', and 'GE Substitution Form Instructions'.

COURSE PLANNING - GE

OVERVIEW

Before you begin your academic planning for study abroad, make sure to fully read through our [Academic Policies webpage](#). These important policies must be adhered to during your study abroad program. You should also speak with your academic advisor early on about possible courses you could take abroad and how they might fit with your degree requirements.

Students are encouraged to get study abroad courses pre-approved early on in the study abroad application process. This page will go over how to get courses taken on a Cal Poly study abroad program reviewed for general education (GE) credit. For information on how to petition for major, support, and/or minor credit, please visit our [Major/Minor Planning webpage](#).

GE COURSES

Many study abroad programs offer courses that satisfy GE areas C and D.

Follow these simple steps to get GE courses reviewed on a study abroad program!

IS THE COURSE ALREADY PRE-APPROVED ON THE PROGRAM'S ABROAD.CALPOLY.EDU BROCHURE PACKET?	Yes	No
	<ul style="list-style-type: none">You do not need to take any action if you complete the course abroad. It will fulfill the GE area listed on the pre-approved page.Pre-approved courses are listed on each program's brochure, under the "Academic" tab (click the green "Course Pre-Approval" button).	<ul style="list-style-type: none">Submit a GE Substitution Form for the GE area you want the course to count towards.Instructions on how to complete the form are listed below.

GE SUBSTITUTION FORM INSTRUCTIONS

Before beginning your GE Substitution Form, be prepared with all the documents to support your GE request such as course descriptions, syllabi, etc.

- Review the GE requirements on [Cal Poly's GE website](#).
- Determine which GEs you need to complete. Refer to your Degree Progress Report or check with your advisor.
- Review the Course Pre-Approvals for your program (under the "Academic" tab on your program's brochure page). DO NOT include pre-approved classes on the GE Substitution Form; they are already approved and do not need to be reviewed.
- List as many classes that have not been pre-approved as you are interested in taking. Include the prefix and number associated with the class abroad, indicate whether it is upper- or lower-division, and provide the number of quarter units each class is worth. You may need to convert semester units into quarter units (1 semester = 1.5 quarter) or ECTS credit into quarter units (1 ECTS = .75 quarter). Do not round the credits up or down.
- Attach the course description or syllabus for each class on your form.
- Sign and date the form.
- Click on the "Send" button.

ACCESS THE GE SUBSTITUTION FORM

STEP 5

Filling out the GE Course Substitution Form



GE COURSE SUBSTITUTION - STUDY ABROAD

See Above for Important Information & Instructions. Do Not Use for Major, Minor, or Support Courses.

Student Name: Musty Mustang Student ID #: 012345678 *Find in your PolyProfile (EmplID)*
 Phone: (123)456-7890 Major: Psychology
 Email: mmustang@calpoly.edu Catalog (See Above): 2022-2026 *Find in your PolyProfile (Academic Catalog)*
 Expected Grad Term: Spring 2025

Study Abroad Program Name: (Copy from Abroad.calpoly.edu website): USAC Chile: Santiago - Spanish Language, Latin American Cultures, Journalism, and International Studies
 City and Country Abroad: Santiago, Chile Dates of Program (e.g.: Sept 2023 to Dec 2023): From: Aug 2023 To: Dec 2023

Is this study abroad program affiliated with Cal Poly (i.e., on the Cal Poly Abroad website—abroad.calpoly.edu)? ☒ YES ☐ NO ☐ UNSURE

Please attach: For the courses listed below, attach supporting documentation (a course description is usually sufficient), typically a PDF taken directly from the Study Abroad/ Partner website. If the course is upper division, provide evidence to prove this as an attachment.

I would like to substitute the Study Abroad/Away course(s) below for GE credit; I acknowledge that approval does not: (1) alter prerequisites for future courses in my major or (2) change the number of units required in residence or (3) alter my graduation requirements.

1. Student Signature

[Click here to sign](#)

Date: 08/22/2023

Study Abroad Advisor Notes:

Cal Poly Study Abroad Advisor who has reviewed the Student's GE Petition:

Abroad Advisor Signature

Date:

im Code:

Typically,
 L = 100-200/1000-2000
 U = 300-400/3000-4000

Course Prefix & No.
 should be foreign codes
NOT Cal Poly Prefix & No.

L = Lower Division and U = Upper Division.					#3: FINAL DECISION Y = Approved or N = Not Approved	
Study Abroad Course Information to count for GE Area (Note: A single class can count for <u>only one</u> GE area):						
L/U	Course Prefix & No.	Course Title*	Qtr. Units	GE Areas Needed **	Evaluator Notes/ Prefix course will transfer as:	Y/N
U	ART/FILM 300	Twentieth-Century and Contemporary Latin American Cinema	4.5	C1, UD C		
U	HIST/POLS 400	Government and Politics in Latin America	4.5	UD D		
L	SPAN 200	Intermediate Spanish I	4.5	C2, LD C-Elect		
<p>Even if you want LOWER credit for an UPPER course, put "U" and you can clarify in "GE Areas Needed" section</p>					<p>Make sure units are quarter units! 1 semester credit = 1.5 quarter units 1 ECTS credit = 0.75 quarter unit</p>	
S						

Can list multiple GE Areas for Evaluations to review

REVIEWING THE ACADEMIC CATALOG

- Your Academic Catalog can be found on your Cal Poly Portal > Academics tab

Current Cal Poly Academic Catalog is 2022-26

- This can be a useful **REFERENCE** when filling out the form and deciding what GE the class may substitute towards

	STANDARD	HIGH-UNIT
ARTS AND HUMANITIES (AREA C)		
Lower-division courses in Area C must come from three different prefixes		
Arts: Arts, Cinema, Dance, Music, Theatre (C1)	4	4
Humanities: Literature, Philosophy, Languages other than English (C2-Writing Intensive)	4	4
Lower-Division C Elective - Select a course from either C1 or C2	4	4
Upper-Division C (Writing Intensive)	4	4
Unit Sub-total	16	16
	STANDARD	HIGH-UNIT
SOCIAL SCIENCES (AREA D)		
Standard: Select courses in Area D from at least two different prefixes		
American Institutions (D1 - Title 5, Section 40404 Requirement)	4	4
Lower-Division (D2)	4	X
Upper-Division D (Writing Intensive)	4	X
Area D Elective		
High-Unit: Select either a lower-division D2 or an upper-division D course	X	4
Unit Sub-total	12	8

TIPS FOR FILLING OUT THE FORM

- This form is **NOT** binding or locking you into the courses listed, so include **MORE** than you are planning on taking to have multiple back-ups
- For "GE Areas Needed", you can list multiple areas, however, a course can only be approved for **ONE** GE area
 - E.g., A course approved for Area C will **NOT** be approved for Area D
- A lower division course **CANNOT** fulfill an upper division requirement, however, there is a chance an upper division **CAN** fulfill a lower division requirement (no guarantee)
 - Note: You still write **U** in the "U/L" section and list the lower division credit you want in the "GE Areas Needed" section
- Attach the course description or syllabus for **EACH** course
 - Make sure that it is in English (contact the program provider if you need an English version)
 - If multiple course descriptions/syllabi are listed on the same document, you only need to attach the document once.
- For, the CIEE block programs, if you are going to multiple locations, you will need to do one form **PER** location

If you have any questions, meet with a peer advisor or email us at studyabroad@calpoly.edu.

WHAT'S NEXT?



FIRST

The form will be reviewed by the International Center for **ACCURACY**



SECOND

You will be notified when our office completes the form, and it gets routed to Evaluations for review



FINAL

Evaluations will email a PDF copy of the form to your Cal Poly email with final course approval/denial decisions

*Reminder: It can take between **6-8 WEEKS** for Evaluations to complete the review process

Any
Questions?

