GE SUBSTITUTION PROCESS

Sam Gould (Graduate Intern)
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
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: FLL/SPAN 400

| FLL/SPAN 400 | Advanced Spanish I | GE | Area C2 | GEGB 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 | GEGB Chair |
| ANTH/SPAN 400 | Chile’s Native Cultures and Languages: Northern Chile | GE | Area D: Upper-Division D | GEGB Chair |

*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

Scroll down and click on the external link

Go to the program’s “Courses” section

*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

Click on “Access the GE Substitution Form” button
**STEP 5**

### Filling out the GE Course Substitution Form

**GE COURSE SUBSTITUTION - STUDY ABROAD**

- **Student Name:** Musty Mustang
- **Phone:** (123) 456-1890
- **Email:** mmustang@calpoly.edu
- **Student ID:** 012345678
- **Major:** Psychology
- **Catalog (See Above):** 2022-2026
- **Expected Grad Term:** Spring 2025
- **Study Abroad Program Name:** USAC Chile: Santiago - Spanish Language, Latin American Cultures, Journalism, and International Studies
- **City and Country Abroad:** Santiago, Chile
- **Dates of Program:** From Aug 2023 to Dec 2023

**Study Abroad Advisor Notes:**
- **Typically:**
  - L = 100-200/1000-2000
  - U = 300-400/3000-4000

**Study Abroad Course Information to count for GE Area: (Note: A single class can count for only one GE area)**

<table>
<thead>
<tr>
<th>L/U</th>
<th>Course Prefix &amp; No.</th>
<th>Course Title*</th>
<th>Gr. Units</th>
<th>GE Areas Needed **</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>ART/FILM 300</td>
<td>Twentieth-Century and Contemporary Latin American Cinema</td>
<td>4.5</td>
<td>C1, UD C</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>HIST/POLS 400</td>
<td>Government and Politics in Latin America</td>
<td>4.5</td>
<td>UD D</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>SPAN 200</td>
<td>Intermediate Spanish I</td>
<td>4.5</td>
<td>C2, UD C-Elect</td>
<td></td>
</tr>
</tbody>
</table>

Even if you want LOWER credit for an UPPER course, put "U" and you can clarify in "GE Areas Needed" section. Make sure units are quarter units! 1 semester credit = 1.5 quarter units 1 ECTS credit = 0.75 quarter unit

**Can list multiple GE Areas for Evaluations to review**

---

**Course Prefix & No. should be foreign codes NOT Cal Poly Prefix & No.**
Your Academic Catalog can be found on your Cal Poly Portal > Academics tab

This can be a useful **REFERENCE** when filling out the form for a general idea of what GE requirement the class **may** substitute towards
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?
Please fill out our survey!