

Information about the GE COURSE SUBSTITUTION FOR STUDY ABROAD

For GE credit: Use this form to request possible credit for courses taken through a Study Abroad program.

For Major/Support credit: Use a Major/Support Substitution form for courses taken through Study Abroad. Obtain that form from your department or advising center.

You do not need to petition for free elective credit.

HOW TO PROCESS YOUR REQUEST:

1. **Cal Poly courses** taken through Cal Poly Global Programs that are not on Cal Poly's GE list will NOT be allowed to count for GE.
2. **Review** the requirements on Cal Poly's GE website @ <http://ge.calpoly.edu/>. Refer to GE website for preapproved lists for some programs.
3. **Determine** the GE area you need to fulfill (refer to your Degree Progress Report or check with your advisor).
NOTE: Lower Division courses may NOT be used to fulfill GE C4 or GE D5 or GE F/B7.
NOTE: Be careful when selecting foreign language courses, either from the preapproved lists or to petition: foreign language courses that duplicate content or level of proficiency cannot count for GE (example: if you have credit for SPAN 201 from AP, you cannot receive GE credit for beginner or for low intermediate Spanish).
4. **Complete** this form for course review and GE consideration. List 1 or 2 alternate/back-up courses for each GE area that you wish to complete abroad. Do not list courses that are on a pre-approved list on the GE website; requesting a different GE area than the approved one(s) will not be approved.
5. **Attach the course descriptions and supporting documents for each course** printed or photocopied directly from the international catalog or website. Do NOT copy and paste this information into your own document. Be sure the printed documents include the campus, location, term, print date and URL, if applicable. Course descriptions must be in English.
6. **Meet** with a Study Abroad Advisor to discuss your plan and obtain his/her signature.
NOTE: International Center does not approve course substitutions.
7. **The International Center will submit the form to the Office of the Registrar** (Bldg. 01, Room 222).
NOTE: The form will be routed and may take up to 4 weeks for review.
8. **Your copy** will be returned by email from evaluations@calpoly.edu with the **final decisions** on your petition requests.
9. **GE Course Substitution for Study Abroad petitions are valid** only after receipt of official transcripts and verification of the educational institution, courses, course levels and units. (Each course must be the equivalent of at least 4 quarter units.)

Please allow at least 4 weeks to process your petition.

When out of the country and you need to change your courses, you may contact the Cal Poly Evaluations Office for INFORMAL advice via email at evaluations@calpoly.edu. Please allow at least 1 week for an email response. Upon your return, complete this petition for formal review of the courses.