

MAJOR OR SUPPORT COURSE SUBSTITUTION - STUDY ABROAD

This form is only for Major or Support course substitutions for Study Abroad. For GE Courses, use the 'GE Course Substitution for Study Abroad Form.' See abroad.calpoly.edu > Study Abroad > Academic Planning or visit the International Center in building 52 room E32 to pick up a GE Substitution Form.

Student Name _____ Cal Poly Email _____ Student ID# _____

Major _____ Concentration _____ Catalog Year (ex. 2019-20) _____

Study Abroad Program & Location _____ Study Abroad Term(s)(ex. Sum 2020) _____

Please follow the INSTRUCTIONS on the other side of this form.

Type or complete the form in blue or black ink.

STUDY ABROAD COURSE				CAL POLY EQUIVALENT COURSE			Substitution Recommended (YES/NO + initial)	Substitution Approved (YES/NO + initial)				
Prefix & Number	Course Title	Units	Div. (lower/upper)	Prefix & Number	Course Title (or Elective Area)	Qtr Units		Student's Major Advisor	Chair/Head of Department offering course <i>*See back</i>	Chair/Head of student's major	Approval considered for future students?	College Assoc. Dean or designee (Final Approval)
							<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	<input type="checkbox"/> YES <input type="checkbox"/> NO _____	
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Major Advisor _____ Signature _____ Date _____

Notes: _____

General Notes from other departments (if applicable): _____

Major Dept. Chair/Head _____ Signature _____ Date _____

Notes: _____

Major Assoc. Dean (or designee) _____ Signature _____ Date _____

STUDENT INSTRUCTIONS:

- Please use this form to request major or support course substitutions for academic courses taken on Cal Poly approved Study Abroad (including National Student Exchange). Fill out the top section of the form with your name, email, ID#, etc.
- The 'Major or Support Course Substitution - Study Abroad' form can be downloaded from the Cal Poly Abroad website (abroad.calpoly.edu > Study Abroad > Academic Planning).
- Students should obtain study abroad major/support course substitution approvals *prior to* applying for a study abroad program and/or *prior to* departure for study abroad.
- Students are responsible for looking up the courses that will be offered on their study abroad program, and for accurately listing those courses on this form.
- Students may print out this form and attach course descriptions, or send the form via email with course descriptions attached. Check with your College Advising Center for instructions. Substitution requests will not be considered without course descriptions.
- After filling out the form and attaching course descriptions, students should ask an academic advisor in their major to review the form and indicate which substitutions are recommended.

APPROVER INSTRUCTIONS:

- **Student's Major Advisor** - The student's major advisor should indicate which substitutions are recommended (YES/NO + initial), then sign and date the form. There is an optional notes section.
- **Chair/Head of Dept. offering course** - If the course is offered in a department outside of the student's major, the Chair/Head of the department offering the course must also indicate substitution approvals (YES/NO + initial). There is an optional notes section. **This step is only needed if the course is required in the student's program to degree completion.*
- **Chair/Head of Student's Major Dept.** - The dept Chair/Head in the student's major should indicate substitution approvals (YES/NO + initial), then sign and date the form. There is an optional notes section. If you checked 'YES' for 'Approval considered for future students?,' the International Center will initiate the *Study Abroad Program Course Pre-Approval Form* in order to officially approve the intended course(s) for five years, unless there is a change in the course title or syllabus.
- **Assoc. Dean (or designee)** - The Assoc. Dean (or designee) in the student's college should indicate substitution approvals (YES/NO + initial), then sign and date the form. The Dean's office should forward the completed form to the Office of the Registrar.

Students will receive an email from evaluations@calpoly.edu indicating the decisions on their study abroad course substitution requests.

Please allow up to five weeks for study abroad course substitution decisions to be reached.