

Instructions

Substitutions for Major and Support Courses

- Meet with your advisor to determine appropriate course substitutions.
**GrC core classes cannot be substituted.*
- Obtain and complete a 3-part "Substitution for Major or Support Courses" Form from the Records Office (01-222).
- Make a copy of the catalog description of the course you wish to use as a replacement course.
- Write a letter of justification (typed and signed by you) with a brief summary of why you are substituting this course. The letter should be addressed to the GrC Curriculum Substitution Committee and include the number and title of the courses to which you are referring. ***Please include in your letter the reason(s) you cannot take the required course AND the reason(s) why the course you are proposing is an appropriate substitution.***
- Complete the reverse side of this department form. If the substitution involves a GrC class, you must first obtain the GrC instructor's signature of the course you wish to substitute.
- Attach packet in this order: (1) "Substitutions for Major and Support Courses" form (3 part form from Records Office), (2) catalog description, (3) letter of justification; and (4) this blue form.
- Obtain your advisor's signature on both this blue department form and the 3-part "Substitution for Major and Support Courses" form, and turn in packet to the GrC Department Office (26-201).

All boxes must be checked before turning into GrC Department Office.

Note: If your forms are incomplete, your substitution will not be processed.
This blue form is **not** required for the substitution of general education courses.

Curriculum Substitution Signature Form For Major and Support Courses

Before completing this form, carefully read the instruction on the reverse side.

Name _____ Date _____
 Empl ID _____ Concentration _____
 Email _____ Catalog Year _____
 Phone _____ Expected Graduation Date _____

I request the approval of the following course:

Course & Title _____ Units _____
 in place of the Cal Poly required course:
 Course & Title _____ Units _____

Obtain the signature(s) below before submitting to the GrC Department for review.

Approval Recommended:

Yes No _____ Date _____
 Instructor's Signature (Required only if a GrC course is being substituted)
 Comments: _____

_____ Date _____
 Advisor's Signature
 Comments: _____

After completing all steps on reverse side and checking all boxes, submit this blue form to the GrC Department Office for review. The department will process the following signatures.

Yes No _____ Date _____
 Committee Member's Signature
 Comments: _____

_____ Date _____
 Committee Member's Signature
 Comments: _____

_____ Date _____
 Committee Member's Signature
 Comments: _____

_____ Date _____
 Department Head's Signature
 Comments: _____