Study Abroad Transfer Credit

1) Ensure you submit major/support course substitution petitions for each class you want to receive credit for from abroad.
   • Note: Substitutions DO NOT need to be submitted at the same time the application is due.

2) Here is a sample of how to write the course information on the form:

   ![Sample Course Information Form]

   - **Course Prefix & Number**: Example: ENGL 134
   - **Title**: Example: English Composition
   - **Course Prefix & Number**: Example: ME 422
   - **Title**: Example: Mechanical Control Systems
   - **Quarter Units**: 4

   If the course is also being used to satisfy a GE requirement, which GE Area?

3) How do Study Abroad Courses/Grades Affect my GPA?
   • All courses you register for will affect your Higher Education GPA or “overall” GPA, this GPA combines all courses taken at Cal Poly, abroad and other colleges (Cuesta, Alan Hancock etc.).

   ![GPA Calculator]

   - If you take classes for your major—the courses listed underneath your major courses including technical electives on your curriculum sheet, will affect your Major GPA. This GPA is hand calculated and does NOT appear on your transcript. For more info go to PolyProfile > GPA Calculator > Calculate you Major GPA.

4) During your study abroad, if there are changes to your class schedule and want to take another course, please email mdzavala@calpoly.edu and provide the course link and where you want the credit to apply. Maria submit substitution on your behalf.

5) After completing all courses abroad, request official transcripts to be sent to Cal Poly. The Evaluators Office will apply your transfer credit to your DPR (degree progress report). Note, this process can take up to a quarter so be patient!