

# Geology Department Policy for Substituting Non-GSC Graduate Courses into Graduate Contract

## Introduction

Per the 2022-23 Cal Poly Pomona Graduate Student Handbook:

*(Page 4)--A total limit of 9 transfer and/or extension and/or undergraduate units petitioned for graduate credit may be included as part of the student's graduation requirements; and,*

*(Page 8)--It may be necessary to change a Degree Program of Study or deviate from the original DPR curriculum based upon special circumstances or course unavailability. A graduate academic petition is to be filed electronically for deviations from the contract or catalog curriculum requirements. In order to be accepted, such a petition must be submitted electronically by the student and reviewed and approved by the appropriate graduate coordinator, department Chair, and College Dean. The Director of Graduate Programs will consider each petition on an individual basis and will grant such approvals for deviation only with the approval of the appropriate graduate coordinator. Supervisory units (e.g. projects or thesis units) cannot be used to substitute for core or elective unit; and,*

*(Page 9)--If accepted by the faculty of the discipline involved, graduate credit (up to 9 units) from another accredited institution may be applied toward the master's degree.*

The policy below clarifies what course substitutions are acceptable to the Geology Department for inclusion on an MS student's Program of Study. Substitutions are a deviation from the degree curriculum requirements posted in the catalog, and therefore require a special petition. The intent of this policy is to facilitate an efficient path to graduate with a Geology MS degree.

## Geology Department Policy (ratified August 21, 2022):

### ***Substitution of Transferred Coursework***

1. Substitutions are permitted (up to a maximum of 9 semester units) for any 4000 or 5000-level non-CPP graduate courses with ***learning outcomes that closely match the learning outcomes*** of specific courses listed in the Geology Master's program curriculum. These units must normally be earned at another institution prior to matriculation into the Geology MS program.
2. Geology Graduate faculty will allow transfer of **up to 3 semester units of 4000 or 5000-level course work in a subject area outside the catalog course listings in the Geology MS program curriculum**. This is for special cases of limited frequency / availability of GSC course offerings in a student's chosen area of specialty. The intent is to facilitate progress toward degree and accommodate cross-disciplinary opportunities for learning. These transferred units must be pre-approved and count toward the maximum of 9 units noted in Part 1 above.
3. Any additional course substitutions that do not match the catalog course listings for the Geology MS curriculum, or that were completed after matriculation, are considered special exceptions. Approval will be limited to the following situations:

- a. The course offers specific training essential to completion of the student's MS thesis at Cal Poly Pomona.
- b. Student is approaching the 7-year residency limit and no applicable 4000 or 5000-level GSC courses will be offered in time to graduate.
- c. Personal or family crisis prevents student from coming to campus to complete the 4000 or 5000-level GSC course requirements in a timely fashion.
- d. Course substitutions that were approved by Graduate Coordinator prior to implementation of this policy.

4. 6000-level GSC courses may not be petitioned. These thesis classes are intended to be taken in residence under direct supervision of a Geology faculty member.

### ***Substitution of Coursework From Other CPP Departments***

1. Geology Graduate faculty will permit substitution of **up to 3 units of 4000 or 5000-level coursework from another Department at Cal Poly Pomona**. Typical examples might include graduate courses offered by the Civil Engineering, Biology, or Chemistry Departments at CPP. The intent is to facilitate progress toward degree and accommodate cross-disciplinary opportunities for learning. Substitution might be justified because of limited frequency /availability of GSC course offerings in the student's chosen area of specialty. The substituted units must be pre-approved and directly related to the student's research interests.

2. Any additional course substitutions that do not match the catalog course listings for the Geology MS curriculum are considered special exceptions. Approval will be limited to the following situations:

- a. The course offers specific training essential to completion of the student's MS thesis at Cal Poly Pomona.
- b. Student is approaching the 7-year residency limit and no applicable 4000 or 5000-level GSC courses will be offered in time to graduate.
- c. Course substitutions that were approved by Graduate Coordinator prior to implementation of this policy.

### **Procedure for Petitioning Non-GSC Graduate Units for Inclusion in Master's Contract (Program of Study) or Graduate Curriculum:**

1. Consult with your Thesis Advisor and Graduate Coordinator to develop a course substitution plan that is aligned with the above stated policy. This plan should be pre-approved before submitting the required petition(s).
2. If the graduate units were taken at a non-CPP institution, work with the Cal Poly Pomona Registrar to have them formally transferred. An official transcript from the source institution should be sent to the Office of Admissions. A good Registrar contact is Cynthia M. Chatfield [cmchatfield@cpp.edu](mailto:cmchatfield@cpp.edu)

3. If you matriculated prior to 2022-23\*, ensure that a Master's Contract (Program of Study) is on file with the Graduate Studies Office. Before filing your contract, meet with your Thesis Advisor and fill out the Geology Department Graduate Contract Excel workbook. Save the "Print Version" as a PDF. To file this form electronically go to: <https://www.cpp.edu/gradstudies/forms-and-procedures/graduate-forms.shtml> and select "**Program of Study—online form.**" Fill out the form, attach the PDF of your Master's Contract, then click Submit. The document then goes to Thesis Advisor, Graduate Coordinator, Department Chair, Associate Dean of College of Science, and Graduate Studies Office for approval.

***\*Graduate Contracts are no longer being processed for students who matriculate in 2022-23 academic year or later. However, this continues to be an important planning /advising document for all graduate students.***

4. File a Graduate Academic Petition to substitute the pre-approved units into a specific area of your graduate curriculum. Instructions for filing GAPs may be viewed at: <https://www.cpp.edu/gradstudies/forms-and-procedures/graduate-forms.shtml> . Your course substitution petition must be approved electronically by the Thesis Advisor, Graduate Coordinator, Department Chair, Associate Dean, and Graduate Studies Office, in that order.

- For transferred coursework, (1) Initiate a Graduate Academic Petition and select "**Transfer of Coursework For Degree Credit.**" Fill out the appropriate information. In the left-hand boxes, indicate the Institution, Course Department and Number, Course Title, Number of Semester Units, and Term / Year Taken. On the right, Indicate Intended Degree Requirement Substitution at CPP. Generally, student should type in GSC 4990 or GSC 5990—Special Topics in this box, then fill in the Number of Units to be substituted at the far right. Click Submit when finished. After this petition is approved at all levels, student will receive an email confirmation. The petition moves on to Registrar for processing.
- To substitute a CPP course taken outside the Geology Department, initiate a Graduate Academic Petition and select "**Modification of Program of Study.**" Fill out the appropriate information. Generally, the student should type in: GSC 4990 or GSC 5990—Special Topics on the left, and indicate the Number of Semester Units to be substituted. On the right, fill in the Department, Course Number and Title, Term and Year Taken, and Number of Semester Units. Click Submit when finished. After this petition is approved at all levels, student will receive an email confirmation.