



## General Education Course Substitution Form

**Directions:** This form is for use by students who wish to have a non-general education **Minnesota State University, Mankato**, course counted within one of the General Education categories. Substitutions are not encouraged and are rarely granted. Submit the completed form to: **Office of the Registrar, 132 Wigley Administration Center, Minnesota State University, Mankato, Mankato, MN 56001.**

**Deadline:** General Education Course Substitution Appeals must be submitted **no later than one (1) month** prior to graduation. Students are **strongly encouraged** to submit appeals as early as possible. Incomplete applications will not be considered.

Student Name: \_\_\_\_\_ Tech ID: \_\_\_\_\_

Email address: \_\_\_\_\_

Title and course number student completed: \_\_\_\_\_ Credits: \_\_\_\_\_

General Education Category for which substitution is requested: \_\_\_\_\_

Equivalent General Education Course (if appropriate): \_\_\_\_\_

Why should this substitution be granted (completed by student, use back if more space is necessary):

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Responsibility:** Please attach a supporting statement from the department chairperson on department letterhead, an unofficial transcript, a DARS report, and a copy of the syllabus or other relevant course material to document that general education outcomes have been met. This application will not be considered complete without these attachments.

For General Education Committee use only: \_\_\_\_\_ Accept \_\_\_\_\_ Reject

Comments:

Signature: \_\_\_\_\_ Chair, General Education Committee

*Effective Fall 2004; Revised 10/06*