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):
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

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*