Transfer Appeal Form

&
Diverse Cultures & General Education Course Substitution Form

Directions: This form is for use by students who wish to have a course not included within General Education or Diverse Cultures Graduation Requirements counted within one of the General Education or Diverse Cultures 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, MN 56001.

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

Student Name: _________________________________________________Tech ID: _______________________________

Email address: ________________________________________________________________________________________

Title and course number student completed: ________________________________________ Credits: _____________

General Education Category or Diverse Cultures Graduation Requirement for which substitution is requested: _________________________________

Equivalent Graduation Requirement or Diverse Cultures 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 the following documents:
(1) Appeals must include a letter of support from the Chair of the Department that offers the kind of course for which substitution is requested.
(2) Unofficial transcript
(3) DARS report
(4) Copy of the syllabus or other relevant course material to document that general education category or diverse cultures graduation requirement learning 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 & Diversity Committee

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