



## 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

*Effective Fall 2004; Revised 12.16.2014*

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