Student Appeal for Exception to General Education Requirements

If you have any questions about this form, please contact the Office of Registration and Records at 110 Ceres Hall, 701-231-7981, 1-800-608-6378, or ndsu.registration.records@ndsu.edu.

An asterisk [*] denotes required fields.

### STUDENT INFORMATION

*Student Name ____________________________  
*Student ID ____________________________ *NDSU Email Address ____________________________  
*Program/Major ____________________________

### APPEAL CATEGORY

Check the category that best describes your exception request.

- [ ] International Students -- Cultural Diversity  
  *NOTE: This option is NOT available to Canadian citizens.*

- [ ] Study Abroad Students -- Cultural Diversity or Global Perspectives
  Evidence of UNIV 492 must appear on student's NDSU transcripts.
  - 3 study abroad credits, completed successfully and transferred back to NDSU, will qualify for either Diversity or Global Perspectives credit.
  - Please check the intended category:  
    - Cultural Diversity
    - Global Perspectives
  - 6 or more study abroad credits, completed successfully and transferred back to NDSU, will qualify for both Diversity and Global Perspectives credit.

- [ ] Military Service -- Wellness
  Students must submit official military documentation, which supports completion of basic training. (example: DD-214)

- [ ] Substitution of a course into a general education category
  Use this category if you are requesting a substitution of a particular course that is not currently approved for an NDSU general education category.
  PLEASE BE AWARE:
  - Attention to Detail is Important -- Appeals that fail to include the elements listed below will be denied.
  - You are engaging in a process which requires a written demonstration of the university level knowledge you gained from the course.

  **Course to Substitute:** ____________________________  
  **Gen Ed Category:** ____________________________

  1. Detailed Written Argument/Explanation:
     a. Based on the course you would like to substitute, provide a detailed argument/explanation that relates 2 of the course outcomes/objectives listed on the syllabus to at least 2 of the general education category learning outcomes. The general education category learning outcomes can be found here: [https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/](https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/).
     b. The argument/explanation should include a discussion of assignments that relate directly to the outcomes of the course and general education category, as well as a discussion of how this course contributed to your university education and broadened your thinking on the topic.

  2. Documentation (Evidence):
     - Include documentation that supports your request.
     - Examples of acceptable documentation include a course syllabus, course assignments, a letter from an adviser or instructor, or other documentation supporting the argument made in your explanation.
     - **CAUTION:** Do not rely on documentation alone. Include documentation that supports the argument/explanation you have offered. Relying on documentation without a strong argument can result in denial.
     - You will be notified via NDSU email if a decision cannot be rendered due to missing/incomplete documentation or if further explanation is required. For this reason, be sure your NDSU email address is listed above.

- [ ] Other -- Use this category for all other general education exceptions
  - Provide a detailed explanation of the exception you seek and provide evidence to support why the general education committee should consider this request.
  - Provide documentation. (See requirement #2 above for examples)

### STUDENT ACKNOWLEDGEMENT

Read and initial the following statements.

I understand that failure to provide complete and clear information will require follow-up communication via NDSU email and may delay a decision on my request.

I understand that the submission deadlines are **November 15** (fall semester) and **April 15** (spring semester), and that the General Education Committee does not meet during the summer.

I understand that my anticipated semester of graduation is not a factor for consideration in the review process.

(Submit form to Office of Registration & Records or NDSU One Stop)