

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	_____ *Email Address _____
*Program/Major	_____

APPEAL CATEGORY (check the category that best describes your exception request)	
<input type="checkbox"/>	International Students -- Cultural Diversity (NOTE: This option is NOT available to Canadian citizens.) Please enter country of citizenship: _____
<input type="checkbox"/>	Study Abroad Students -- Cultural Diversity or Global Perspectives Evidence of UNIV 492 must appear on student's NDSU transcripts. <ul style="list-style-type: none"> 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: <input type="radio"/> Cultural Diversity <input type="radio"/> Global Perspectives 6 or more study abroad credits, completed successfully and transferred back to NDSU, will qualify for both Diversity and Global Perspectives credit.
<input type="checkbox"/>	Military Service -- Wellness Students must submit official military documentation, which supports completion of basic training. (ex. DD-214)
<input type="checkbox"/>	Substitution of a course into a general education category Use this category if you are requesting a substitution of a course not on the approved General Education list or not equivalent to an approved general education course into one of the general education categories. Please type your appeal request and include the following: <ol style="list-style-type: none"> Explanation: Based on the appeal category you selected, provide a detailed explanation of why the general education committee should consider your request, as well as an argument, with evidence, that your experience meets the category outcomes as described at: https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/ Relate at least 2 learning/course outcomes from the course syllabus to the working definitions linked above. Provide specific examples how the course met the goals of this general education category. Documentation: Include official documentation that supports your request (provide evidence). <ul style="list-style-type: none"> Examples of acceptable documentation include a course syllabus, course assignments, a letter from an adviser or instructor, or any other documentation supporting the claim made in your explanation. Attaching documentation (syllabus, assignments, etc.) without providing an explanation OR providing an explanation without documentation will typically result in the appeal being returned without a decision. 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, please confirm the NDSU email address listed above is correct.
<input type="checkbox"/>	Other -- Use this category for all other general education exceptions <ul style="list-style-type: none"> 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 #3 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.