

## 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.registrar@ndsu.edu](mailto:ndsu.registrar@ndsu.edu).

**DEADLINES FOR SUBMISSION:** Fall = November 15, Spring = April 15, Summer = General Education Committee does not meet

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. **NOTE:** A student's anticipated semester of graduation is not a factor of consideration in the review process.

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

Please enter country of citizenship: \_\_\_\_\_

**Study Abroad UNIV 492 -- Cultural Diversity or Global Perspectives**

**NOTE:** Study Tours Abroad [**Prefix**] 379 courses are not eligible for this option. Use the "Substitution of a course..." option below.

Select the following scenario that applies to your completion of UNIV 492:

3 credits of study abroad -- please select intended category:  Cultural Diversity  Global Perspectives

6 credits of study abroad -- will be applied to both Cultural Diversity and Global Perspectives categories

**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 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.

Course to Substitute: \_\_\_\_\_ Gen Ed Category: \_\_\_\_\_

**1. Detailed Written Argument/Explanation:**

- Based on the course you would like to substitute, provide a detailed argument/explanation in your own words 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 online at: <https://bulletin.ndsu.edu/academic-policies/undergraduate-policies/general-education/#learningoutcomestext>
- 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 to request any other exception to general education**

- 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)