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.

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

An asterisk [*] denotes required fields.

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>*Student Name</th>
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<tbody>
<tr>
<td>*Student ID</td>
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<tr>
<td>*NDSU Email Address</td>
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<tr>
<td>*Program/Major</td>
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### 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:**
   a. Based on the course you would like to substitute, provide a detailed argument/explanation in your own words that relates 3 of the course outcomes/objectives listed on the syllabus to at least 3 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
   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 to request any other exception to general education

1. Provide a detailed explanation of the exception you seek and provide evidence to support why the general education committee should consider this request.
2. Provide documentation. (See requirement #2 above for examples)

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