# 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

## STUDENT INFORMATION

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<tr>
<th>Student Name: First</th>
<th>MI</th>
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<th>Student ID</th>
<th>Email Address</th>
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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.)*

- [ ] Study Abroad UNIV 492 – International Abroad Experience – Cultural Diversity or Global Perspectives  
  *(NOTE: Study Tours Abroad [Prefix] 379 and [Prefix] 492 with course topic: NSE-Non-Exchange 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  
    - [ ] Cultural Diversity  
    - [ ] Global Perspectives
  - [ ] 6 credits of study abroad  
    - Will be applied to both Cultural Diversity and Global Perspectives categories

- [ ] Military Service  
  *(select all that apply)*

  - [ ] Wellness – Student must submit official military documentation, which supports completion of basic training (example: DD-214)
  - [ ] Global Perspective – Deployment to a foreign country for a minimum period of 90 days. Student must submit military documentation of deployment
  - [ ] Cultural Diversity – Deployment to a foreign country for a minimum period of 180 days. Student must submit military documentation of deployment

- [ ] 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 three (3) of the course outcomes/objectives listed on the syllabus to at least three (3) of the general education category learning outcomes. The general education category learning outcomes can be found online at:

      - 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)

**Date submitted:**  

07/2023