

**MOREHEAD STATE UNIVERSITY
PETITION FOR GENERAL EDUCATION COURSE SUBSTITUTION**

STUDENT INFORMATION

Date: (mm/dd/yyyy)	Student Name:	Student ID #:
Catalog year of student's current program:		Term student first enrolled at MSU:

REASON FOR REQUEST (please list the reason for the request – be specific)

General Education Substitution Request

1. For consideration of the substitution request to occur, a course syllabus must be attached.
2. The student is aware that the course **CONTENT**, not course **LEVEL** will be substituted. For example, if the transferring institution's course is a 100-level course that is substituting for a 200-level MSU course, the student receives 100-level credit for the course.

Course Prefix:	Course #:	Course Title:	Term Completed:
The above course will meet the student learning outcomes for the following category:			

List the three (3) SLO's for the general education category listed above and explain how the language in the syllabus verifies that these SLO's are being met. (SLO list included at the end of this document)

SLO #: (e.g. 1a.)	SLO: (e.g. Speak effectively in conversational, small group, public, or intercultural contexts.)
Explanation of how the language in the syllabus verifies that this SLO is being met.	
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Academic Advisor (the Advisor will forward the completed form to the Dean)		
<i>The requested course meets each Student Learning Outcome for the category indicated.</i>		
Advisor Name (Please Print)	Signature:	Date:(mm/dd/yyyy)

Justification and Approval

Dean of the college in which the student's program resides. (Dean will forward to Registrar's Office)	Registrar's Office The Registrar's Office will forward to the Assoc. VP of Academic Affairs only if an exception is necessary.	Assoc. VP of Academic Affairs
<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend	If no exception required list date of entry – If exception is requested, please explain.	<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend
Explanation:		Explanation:
Name (Please Print)	Name (Please Print)	Name (Please Print)
Signature	Signature	Signature
Date: (mm/dd/yyyy)	Date:(mm/dd/yyyy)	Date:(mm/dd/yyyy)

