

Requesting Exceptions to General Education Requirements Process Information for Advisors and Transfer Students

Objective: Appeal to have a course that was transferred to ETSU satisfy a general education requirement.

What course will NOT be approved as general education substitutions?

Requests for general education substitutions of courses transferred to ETSU from Tennessee Board of Regents institutions and institutions with which ETSU has articulation agreements will be denied. Students from these institutions have access to courses that satisfy ETSU general education requirements and should not expect variations from the ETSU requirements.

Prospects for approval of substitutions for general education requirements:

Courses transferred to ETSU from institutions within the Tennessee Board of Regents system must match the ETSU general education courses. Courses transferred to ETSU from institutions with which ETSU maintains articulation agreements must match the ETSU general education courses. Courses transferred from other institutions must be judged as equivalent to those courses listed in respective ETSU catalogs general education courses.

1. Process to request a substitution of the transferred course for an ETSU general education requirement.
 - a. Where: Arts & Sciences in the ARC, DP Culp Center, 423-439-5248, Box 70307 ETSU
 - b. Who: Donna Corbitt, Executive Aide
 - c. How: Use the form entitled: *“Request to Apply Transfer Course for General Education Credit”*
 - d. Supporting material: Attach to the request form relevant material showing what the transferred course included. Examples include, but are not limited to, course syllabi, catalog descriptions, web page addresses, letters from teachers and/or officials at the previous institution where the course was taught
2. The Office of Arts and Sciences in the ARC will conduct a review.
 - a. Previously evaluated course will receive immediate rulings.
 - b. ETSU academic departments hosting respective general education courses will evaluate new request and offer recommendations to the Office of Arts & Sciences in the ARC.
3. The Office of Arts & Sciences in the ARC will **notify** the applicant of approval or disapproval of the request for a general education substitution.
4. Students have the right to appeal rulings from the Office of Arts & Sciences in the ARC to the Office of the Vice President for Academic Affairs. The request must be made *in writing* to:

Dr. William G. Kirkwood
206 Dossett Hall
423-439-4219

REQUEST TO APPLY TRANSFER COURSE FOR GENERAL EDUCATION CREDIT

PLEASE PRINT (Student needs to complete this form and submit the necessary documentation as shown below)

NAME _____ ID# _____ - _____ - _____
First Middle Last

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

DAY PHONE: (____) _____ - _____ CATALOG: _____ CAMPUS POB # _____

DEGREE: _____ MAJOR: _____

1. Course taken *at previous school* for which General Education Credit is requested:

Transfer course number and title	Credits	Grade
_____	_____	_____
Institution where taken and date		

2. General Education requirement to which course will be applied: (Does not apply to Courses Reinforcing Proficiencies.)

Core Curriculum Categories: (Submit request to Associate Dean, College of Arts & Sciences)

- | | | |
|---------------------------|------------------|----------------------------------|
| _____ Written Composition | _____ Science | _____ Literature |
| _____ Oral Communication | _____ History | _____ Fine Arts |
| _____ Mathematics | _____ Humanities | _____ Social/Behavioral Sciences |

3. List supporting documentation you have attached (e.g. catalog description, course syllabus, etc.):

FOR COLLEGE OF ARTS AND SCIENCES ASSOCIATE DEAN'S USE:

Department Chair Recommendation: (Exceptions will not be added to Transfer Equivalency Table)		
_____ Approved*	_____ Approved as Exception	_____ Disapproved _____ Other
Comments:		
Date:	Authorizing Signature:	Extension:
Associate Dean Action: (Exceptions will not be added to Transfer Equivalency Table)		
_____ Approved*	_____ Approved as Exception	_____ Disapproved _____ Other
Comments:		
Date:	Authorizing Signature:	Extension: