

**Requesting Exceptions to General Education Requirements
Process Information for Advisors and Transfer Students
2004 and later**

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

What courses 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.

Physical education and CSCI 1100 are not included in the general education requirements for the 2004 catalog. Requests for exceptions in these areas should go to the respective departments.

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: ARC, D. P. Culp Center, 423-439-5248, Box 70307, ETSU
 - b. Who: Donna M. Corbitt
 - 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, and letters from teachers and / or officials at the previous institution where the course was taught.
2. The Office of the Dean of Arts & Sciences will conduct a review.
 - a. Previously evaluated courses will receive immediate rulings.
 - b. ETSU academic departments hosting respective general education courses will evaluate new requests and offer recommendations to the Office of the Dean of Arts & Sciences.
3. The Office of the Dean of Arts & Sciences will notify the applicant of approval or denial of the request for a general education substitution.
4. Students have the right to appeal rulings from the College of Arts & Sciences to the Office of the Vice President for Academic Affairs.
 - a. Where: Room 206 Dossett Hall, 423-439-4219
 - b. Who: Dr. William G. Kirkwood



**REQUEST TO APPLY TRANSFER COURSE FOR GENERAL EDUCATION CREDIT
2004 and later catalogs**

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: _____