

IOWA STATE UNIVERSITY

Request to Apply a Transfer Course towards U.S. Diversity / International Perspectives Requirement

This form is to be used to gain approval to use a course transferred to Iowa State University to meet either the U.S. Diversity or International Perspectives graduation requirements. The determination of whether a course meets the outcomes of U.S. Diversity or International Perspectives is made by the ISU department that would offer similar courses.

Step 1 – Student: Submit this form to your academic adviser along with

1. Course description
2. Course syllabus (if available)
3. Additional information about the course experience that supports your request. (Optional)

Academic Adviser will refer student to the appropriate ISU Offering Department

Note: If the student has a combination of transfer courses and/or life experiences that may satisfy either the U.S. Diversity or International Perspectives requirement, the student and adviser should consider using the “U.S. Diversity/International Perspectives Course Substitution or Waiver Request” form.

Step 2 – Offering Department: Review the materials presented and determine if the course meets the intent of the U.S. Diversity or International Perspectives requirement. Approval of a course will apply for all students who take this course in the future from that institution. If the course does not meet the intent of the U.S. Diversity or International Perspectives requirement, deny the request. Refer the student back to the student’s adviser in either case.

Step 3 – Academic Adviser: If the offering department approved, make note on degree audit and send approved form along with audit to your College Student Services office.

Step 4 – College Student Services Office: Make substitution notation on degree audit

Step 5 - Registrar’s Office adds approved course to the U.S. Diversity/International Perspectives Approved Transfer Course list.

See form on reverse side.

IOWA STATE UNIVERSITY

Request to Apply a Transfer Course towards U.S. Diversity/International Perspectives Requirement

Student Name _____ UID _____

Major _____ College _____

Academic Adviser: _____ Adviser Address _____

STEP 1: STUDENT-- I would like to apply the following course to meet my
(check one) ___ U.S. Diversity or ___ International Perspectives requirement.

Course: _____ (As it appears on ISU transcript)

Course **Number, Title, and credits** taken at other institution (as it appears in transfer institution catalog):

Number _____ **Title** _____ **credits:** _____

Taken at: _____ (term / year) _____

(Course description must be attached. Include syllabus and any additional information available.)

STEP 2: ISU OFFERING DEPARTMENT/PROGRAM

On behalf of the _____ department, I
___ **approve** this course to be applied to meet the US Diversity / International Perspectives requirement. This approval is for the course and will be applied to all students who take this course.
___ **do not approve** this course to be applied to meet the US Diversity / International Perspectives requirement.
The reason for this denial is:

Department Representative signature: _____

RETURN FORM TO ACADEMIC ADVISER

STEP 3 ACADEMIC ADVISER:

If approved, attach this form to the student's degree audit and forward to your college Student Services Office. If not approved, but student has unique circumstances, consider using the request for Waiver / Substitution process and form.

STEP 4: COLLEGE STUDENT SERVICES OFFICE:

1. Enter notation of approved substitution on the student's degree audit.
2. Forward course information to the Registrar's Office for inclusion on the list of approved U.S. Diversity/International Perspectives Transfer Course List.

College Student Services Representative: _____ (date)

STEP 5: REGISTRAR'S OFFICE, 10A Enrollment Services Center (attention Char Hulsebus):
Add the course to the approved list of U.S. Diversity/International Perspectives Transfer Courses

Registrar's Office Representative: _____ Date Added to list: _____