MINNESOTA STATE UNIVERSITY moorhead

Departmental Request for Course Exception

Note: This form applies to substitutions for the Major requirements ONLY.
Dragon Core/Liberal Studies substitutions must be requested on an Academic Appeal form through the Office of Academic Affairs.

Student Name: _____ Date: _____

Street Address: _____ Dragon ID #: _____

City/State/Zip: _____ Student Major: _____

Email Address: _____ Anticipated Grad Date: _____

MSUM PROGRAM REQUIREMENT:			COURSE EXCEPTION:				
						Exception for	
Dept. & Course #:	Title:	Credits:	Dept & Course #:	Title:	Credits:	All Students	This Student
sample: PSY 113	General Psychology	3	PSY 111	Intro to Psychology (NDSU)	3	X	

* Substituting a lower division class for an upper division class does not mean the class is included in the student's upper division requirements for graduation–that threshold must be met with courses numbered 300 and above.

• Substituting a class for a major requirement does not mean the class is automatically counted toward the student's liberal studies requirements–a separate academic appeal must be submitted.

APPROVED BY: _____ _____
Advisor Date

_____ _____
Department Chair (Required) Date

SUBMIT THIS SIGNED FORM TO THE RECORDS OFFICE, OWENS 104.

VERIFIED BY: _____ _____
Records Office Date

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