

COURSE APPEAL

Name: _____ Student ID# : M Telephone (____) _____ - _____ Email Address: _____@live.missouristate.edu

Transfer Course Appeal: Requesting that a course taken at another institution will transfer into MSU-WP as equivalent to a certain MSU-WP course [Must attach additional documentation (syllabus, catalog description, etc.)]

Transfer Course: Institution _____ Date Completed _____

Department _____ Course Number _____ Title _____ Credit Hours _____ Grade _____

MISSOURI STATE UNIVERSITY-WP EQUIVALENT: (ACCORDING TO YOUR TRANSFER EVALUATION)

Department _____ Course Number _____ Title _____ Credit Hours _____

MISSOURI STATE UNIVERSITY-WP COURSE YOU ARE REQUESTING FOR CREDIT:

Department _____ Course Number _____ Title _____ Credit Hours _____

Approved Not Approved
 Use this course for this student only.
 Use this course for any future students.

 Department Chair Signature Date

When Transfer Course Appeals are complete, route to Admissions for processing

Route Course Waiver and Course Substitution to Registration for processing when complete.

◆ **Course Waiver:** [Attach additional documentation and/or reason for request]
Request to waive a required course

_____ **Course Code & Number**

(Must meet required credit hours for degree)
(IDS Coord. and Dean approval req. on IDS course waivers only)
(Assoc. Dean's approval req. on all other waiver requests)

Approved Not Approved

 IDS Coord.'s Signature Date

Approved Not Approved

 Assoc. Dean / Dean Signature Date

Course Substitution: (Requesting to substitute a course with another course to fulfill a degree requirement) [Attach additional documentation if needed.]

Degree Program _____

Course Required _____

Substitute Course _____

Reason for substitution (Discuss extenuating circumstances)

Approved Not Approved

 Program Coordinator Signature Date

◆ If the student is not satisfied with the Assoc. Dean's or Dean's decision, they may appeal to the appeals committee.

Approved _____
 Not Approved Appeals Committee Chair Signature Date