

GENERAL EDUCATION COURSE SUBSTITUTION APPEAL FORM

Name:	M#:
Street Address:	
City, State, Zip Code:	
Email:	@montgomerycollege.edu Phone:

Program of Study:

1. Provide the MC course you wish to substitute (example: ENGL 300):
 2. Where did you take this course? (check one)
☐ Montgomery College ☐ Officially transferred from:
 3. When was this course taken?
 4. Indicate the Montgomery College General Education requirement you wish to satisfy with this substitution:

<input type="checkbox"/> Arts (ARTD)	<input type="checkbox"/> General Education Institution (GEIR)
<input type="checkbox"/> Arts or Humanities (ARTD or HUMD)	<input type="checkbox"/> Humanities (HUMD)
<input type="checkbox"/> Behavioral and Social Sciences (BSSD)	<input type="checkbox"/> Mathematics (MATF)
<input type="checkbox"/> English (ENGF)	<input type="checkbox"/> Natural Sciences with Lab (NSLD)
<input type="checkbox"/> General Education Elective (GEEL)	<input type="checkbox"/> Natural Sciences without Lab (NSND)

For catalog years that include a speech or health foundation, check here:

☐ Health (HLHF)
☐ Speech (SPCF)
 5. Are you seeking for this course to satisfy the Global and Cultural Perspectives Designation [M]?
 6. Attach all required information from Montgomery College or external college if substituting with non-Montgomery College credits.
☐ Completed General Education course substitution appeal form
☐ Personal statement (see page 2)
☐ [Graduation degree audit](#) and/or completed [advising worksheet](#)
☐ Copy of the college [program](#) or [course](#) catalog page(s)
- If the course was taken at another institution, in addition to the documentation required in section 6, please provide the following documentation dating from the time you successfully completed the course:
- ☐ Unofficial transcript
☐ Copy of syllabus from the course you would like to use as a substitution
7. I understand that typing my full name serves as electronic signature and that incomplete appeal packages will be returned without consideration.

Student Signature:

Date:

A personal statement should address why the substitution is needed. What triggered the need for the course substitution? Did you consult a counselor or program advisor prior to registering for the course? Did you follow your academic plan? How did you select the course in question? Why was the course taken and when? How did you find out?

STUDENT PERSONAL STATEMENT: