**Steps for Completing a General Education Appeal**

A separate form is required for disability-related General Education course substitutions. Students must first meet with a Disability Support Services counselor to obtain eligibility criteria and the appropriate form.

1. See a Program Chair to discuss the appeal process and pick up the appeal packet.

2. Visit the appropriate program chair, to request required letter of support.

3. Gather all other supporting documentation:
   - Graduation Audit/Completed Advising Sheet
   - Copy of College catalog page(s) Program or Course
   - Unofficial transcript
   - Catalog year for degree program

If the course was taken at another institution, also include with your appeal the following materials, both dating from the time you successfully completed the course:
   - Course description from the college catalog AND
   - A course syllabus (if available)

4. Complete the attached **General Education Course Substitution Appeal Form and attach personal statement.**

5. Return to your program chair to review (for accuracy and completeness) and to sign your application.

6. Submit appeals to the General Education Standing Committee via Email (GenEd@montgomerycollege.edu) no later than December 1st for the fall semester and May 1st for the spring semester.

**Notification Process:** SVPAA’s office communicates decision to student within two weeks from the date the appeal is reviewed.

*Note:* Academic Appeals are separate and distinct from General Education appeals and provide for decisions regarding certain College academic regulations. Misdirected appeals will be returned to the student.
Montgomery College
General Education Appeal Procedures

Montgomery College is authorized to make decisions about the substitution of course credit to satisfy General Education requirements in associate’s degrees awarded by the College. In its decisions, Montgomery College is bound by Code of Maryland Academic Regulations (COMAR) and by General Education course substitution criteria and procedures approved by the College faculty (outlined below).

Academic Appeals are separate and distinct from General Education and provide for decisions regarding certain College academic regulations. Misdirected appeals will be returned to the student.

General Education Course Substitution Criteria

For courses successfully completed at Montgomery College, the proposed course substitution:

Note: A separate form is required for disability-related General Education course substitutions. Students must first meet with a Disability Support Services counselor to obtain eligibility criteria and the appropriate form.

1. Must have a General Education course as a prerequisite, and the prerequisite course must be within the same academic discipline, or

2. Must have been on the General Education Foundation, Institutional Requirement (IR) or Distribution list at the time the student completed the course, or

3. Must have been added to a Foundation, Institutional Requirement (IR) or Distribution list since the time the student completed the course. Additionally, the chair of the academic department must provide the student with a letter certifying that the course as taught at the time the student completed it, was substantially the same then and now, or

4. Must be supported by comments and signature (on application form) from the chair of the academic department administering the proposed substitution, certifying that the course as taught at the time the student completed it fulfilled the content and learning objectives of the pertinent Foundation or Distribution area (as defined in COMAR).
MULTICULTURAL COURSE SUBSTITUTION CRITERIA FOR A.A., A.S., AND A.A.T. DEGREES

For courses successfully completed at Montgomery College, the proposed course substitution:

1. **Must** satisfy any one of the four numbered criteria above, and

2. **Must** be supported by comments and signature (on application form) from the chair of the academic department certifying that the course *as taught at the time the student completed it* fulfilled Montgomery College multicultural course expectations.
For General Education course and Multicultural course substitutions through course credit transferred to Montgomery College:

The student must provide the following three items, all three dating from the time the student successfully completed the course:

1. Course description from the college catalog,
2. A course syllabus (if available) and
3. Comments and signature (on application form) from program chair.

ADVISORS AND STUDENTS SHOULD BE AWARE OF THE FOLLOWING:

- General Education requirements may change from catalog edition to catalog edition. Be sure of the catalog year being used for graduation requirements.

- To determine graduation requirements, the General Education Committee bases its decisions, in part, on the catalog edition chosen by the student.

- Appeals must include an accurate and complete transcript of all courses taken and grades earned. An unofficial transcript is acceptable.

- Comments and signature (on application form) from program chair, and the student personal statement are essential in helping the Committee to understand course content or the suitability of a substitution. Emotional appeals and unsupported assertions about proposed substitutions are discouraged.

- A student’s personal statement should answer why the substitution is needed: Did you consult your counselor? Did you follow your academic plan? How did you select the course in question? Why was the course taken and when? What triggered the need for the course substitution? How did you find out? And what role did you the student play in this situation.

- Students are responsible for being informed of official policies, for meeting all requirements relevant to degree completion, and for selecting correct courses.

- All appeals must include a personal statement from the student explaining the circumstances surrounding his/her request.

- A separate form is required for disability-related General Education course substitutions. Students must first meet with a Disability Support Services counselor to obtain eligibility criteria and the appropriate form.
# Montgomery College General Education Course Substitution Appeal Form

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<th>Date of Expected Graduation</th>
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1. Give the MC course designator for the course you wish to substitute:  

2. Where did you take this course? (check one)  
   - [ ] Montgomery College  
   - [ ] Officially transferred from ____________________________ (name of institution)

3. When did you take this course?  
   - Semester: _______  
   - Year: _______

4. Indicate the Montgomery College general education requirement you wish to satisfy with this substitution: (check one)  
   - [ ] English Foundation  
   - [ ] Mathematics Foundation  
   - [ ] Institutional Requirement (IR)  
   - [ ] Humanities Distribution  
   - [ ] Behavioral and Social Science Distribution  
   - [ ] Arts Distribution  
   - [ ] Laboratory Science Distribution  
   - [ ] Non-Laboratory Science Distribution

5. Are you seeking to have this course satisfy the Multicultural Course Requirement?  
   - [ ] Yes  
   - [ ] No

6. **Chairperson Comments:** ________________________________  
   -----------------------------  
   ____________________________  
   ____________________________  
   ____________________________
7. I have attached all required information (check appropriately):

- □ Completed form,
- □ Personal statement,
- □ Letter of support from Program Chair,
- □ Graduation Audit/Completed Advising Sheet
- □ Copy of College catalog page(s) Program or Course
- □ Unofficial transcript
- □ Catalog year for degree program
- □ Copy of Syllabus,

I understand that incomplete appeal packages will be returned without consideration.

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<th>Student Signature</th>
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<td>Program Chair Signature</td>
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