

STEPS FOR COMPLETING A GENERAL EDUCATION APPEAL

1. See a counselor to discuss the appeal process and pick up the appeal packet.
2. Visit the appropriate department chair, program coordinator, and/or faculty advisor to request required letter(s) of support.
3. Gather all other supporting documentation:
 - Graduation Audit
 - Copies of College catalog page(s)
 - Unofficial transcript

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. Write a personal statement explaining the reason for the General Education appeal. This document must be prepared and submitted in typed form by the student.
 5. Complete the attached **General Education Course Substitution Appeal Form**.
 6. Return to your counselor or faculty advisor to review your application for accuracy and completeness, and for a signature on the appeal form.
 7. Submit appeals to the transcript evaluator/graduation coordinator in Admissions, Records, and Registration at your campus no later than December 1st for the fall semester and May 1st for the spring semester.

Notification Process: A notification letter will be prepared by the Chair of the General Education Committee and mailed to the 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.

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 APPEAL PROCEDURES

The Montgomery College General Education Committee 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, the Committee 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:

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 or Distribution list at the time the student completed the course, **or**
3. **Must** have been added to a Foundation 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 a letter 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 a letter 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 two items, both dating from the time the student successfully completed the course:

1. Course description from the college catalog and
2. A course syllabus (if available).

ADVISORS AND STUDENTS SHOULD BE AWARE OF THE FOLLOWING:

- General Education requirements may change from catalog edition to catalog edition. Be certain of the catalog edition that the student is using to graduate.
- 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.
- Supporting letters from faculty advisors, chairpersons, counselors, and the student 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.
- 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.
- 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**

Name		M Number
Address		
City	State	ZIP
Daytime Phone	Evening Phone	Email
Date of Expected Graduation	Catalog Edition:	Degree Program

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

Health Foundation

Speech Foundation

Arts Distribution

Humanities Distribution

Behavioral and Social Science Distribution

Laboratory Science Distribution

Non-Laboratory Science Distribution

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

I have attached all required information: supporting statement(s) [see step 2], all supporting course documentation [see step 3], and a personal statement [see step 4]. I understand that incomplete appeal packages will be returned without consideration.

Student Signature	Date
Counselor/Academic Advisor Signature	Date