

IOWA STATE UNIVERSITY

Request to Apply Transfer Course Towards the U.S. Diversity or International Perspectives Requirement

The Process: The student, offering department, academic adviser, and college student office must complete this form for approval to use a course transferred to Iowa State University to meet either the U.S. Diversity or International Perspectives requirement.

Course Evaluation: The Iowa State University department that offers a similar course determines whether a course meets the outcomes of U.S. Diversity or International Perspectives. After appropriate approvals, the Office of the Registrar will add the course to the U.S. Diversity/International Perspectives Approved Transfer Course List.

Other experiences: To request to apply a combination of transfer courses and/or life experiences to either the U.S. Diversity or International Perspectives requirement, use the "U.S. Diversity/International Perspectives Course Substitution or Waiver Request" form. (See the Office of the Registrar forms website at www.registrar.iastate.edu/forms).

Student/Course Information Step 1	STUDENT: complete the following information (including course information) and submit to your adviser. Your academic adviser will refer you to the appropriate ISU offering department.	
	Student Name	University ID
	Major	College
	Academic Adviser	Adviser Address
	COURSE INFORMATION: course description <i>must</i> be attached. Include syllabus and other additional information. Course number as it appears on ISU transcript (e.g., Hist 200) _____ Apply towards (check one) _____ U.S. Diversity _____ International Perspectives	
Transfer Institution (where you took the course) _____ Date taken (Fall 2015, etc.) _____		
Course Number and Course Title (as it appears in the catalog from transfer institution) _____ Credits _____		
Department Approval Step 2	OFFERING DEPARTMENT/PROGRAM: Review the materials presented and determine if the course meets the intent of the U.S. Diversity or International Perspectives requirement. _____ Approved for D/IP requirement. Applies for all students who take this course. Sign and return form to adviser. <i>College of Design courses require signature from Michelle Rasmussen, 297 Design (see below).*</i> _____ Denied. Does not meet the intent of D/IP requirement. Indicate reason in the space below Sign and refer the student back to the student's adviser. Return form to adviser.	
	Department/Program Name _____	Department Representative Signature (print and sign) <i>*Michelle Rasmussen for College of Design courses</i>
Adviser Step 3	ADVISER: If approved, attach this form to the student's degree audit and forward to your college Student Services Office. If not approved, but student has unique circumstances, consider using the request for Waiver/Substitution process and form available from the Registrar's web site at www.registrar.iastate.edu/forms Initial and date: _____	
College Step 4	COLLEGE STUDENT SERVICES OFFICE: 1. Enter notation of approved substitution on the student's degree audit. 2. Forward a copy of the form to Office of the Registrar. Course will be added to approved U.S. D/IP Transfer Course List.	
	College Student Services Representative Signature _____	Date _____
Registrar Step 5	OFFICE OF THE REGISTRAR: 210 Enrollment Services Center (attention Karen Terpstra): Add the course to the approved list of U.S. Diversity/International Perspectives Transfer Courses Added to List: _____ Office of the Registrar representative: _____	