

# 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](http://www.registrar.iastate.edu/forms)).

Student/Course Information Step 1	<b>STUDENT:</b> 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	Date
	Major	College	
	Academic Adviser	Adviser Address	
	<b>COURSE INFORMATION:</b> 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		
Department Approval Step 2	Transfer Institution (where you took the course)		Date taken (Fall 2016, etc.)
	Course Number and Course Title (as it appears in the catalog from transfer institution)		Credits
	<b>OFFERING DEPARTMENT/PROGRAM:</b> 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>		
Adviser Step 3	_____ 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)
College Step 4	Initial and date: _____		
	<b>COLLEGE STUDENT SERVICES OFFICE:</b> 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.		
Registrar Step 5	College Student Services Representative Signature		Date
	<b>OFFICE OF THE REGISTRAR:</b> 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: _____		