

# IOWA STATE UNIVERSITY

## Request to Apply Transfer Course Towards the International Perspectives Requirement

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

Course Evaluation: The Iowa State University department that offers a similar course determines whether a course meets the out-comes of International Perspectives. After appropriate approvals, the Office of the Registrar will add the course to the International Perspectives Approved Transfer Course List.

Other experiences: To request to apply a combination of transfer courses and/or life experiences to the International Perspectives requirement, use the "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 advisor. Your academic advisor will refer you to the appropriate ISU offering department.			
	Student Name	University ID	Date	
	Major	College		
	Academic Advisor	Advisor Email 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 2T01) _____			
Department Approval Step 2	Transfer Institution (where you took the course)	Date taken (Fall 2023, 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 International Perspectives requirement. _____ Approved for IP requirement. Applies for all students who take this course. Sign and return form to advisor. _____ Denied. Does not meet the intent of IP requirement. Indicate reason in the space below Sign and refer the student back to the student's advisor. Return form to advisor.			
Advisor Step 3	Department/Program Name	Department Representative Signature (print and sign)		
College Step 4	<b>ADVISOR:</b> If approved, 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 <a href="http://www.registrar.iastate.edu/forms">www.registrar.iastate.edu/forms</a> 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 Degree Audit Coordinators, 210 Enrollment Services Center.			
Registrar Step 5	College Student Services Representative Signature			Date
	<b>OFFICE OF THE REGISTRAR:</b> 210 Enrollment Services Center: Add the course to the approved list of International Perspectives Transfer Courses Added to List: _____ Office of the Registrar representative: _____			