

# Racial Issues Graduation Requirement Request to Review Transfer Coursework

Gateway Student Services  
700 East Seventh Street  
Saint Paul, Minnesota 55106-5000  
Phone: 651-793-1300

### Who needs to use this form?

Students who believe a course they've taken elsewhere or are wanting to take elsewhere should be applied to meet the Racial Issues Graduation Requirement.

Complete sections 1-2 below, after consulting your advisor, and submit in a timely manner at least one semester before you plan to graduate.

### Important Notes

Incomplete requests will be denied. Retain a copy of all documents submitted.

#### Requests must include:

1. **Completed form**
2. **Supporting Documentation** that demonstrates the course meets criteria for Racial Issues courses (see instructions pg. 2)

### How to Submit

Complete form electronically or print clearly using black ink. Bring this form with supporting documentation to Gateway Student Services, mail it to the address above, or email it to [racial.issues.requirement@metrostate.edu](mailto:racial.issues.requirement@metrostate.edu)

**Allow 30 business days for a decision from the date received.**

**All communication, including decisions, will be sent to your Metropolitan State e-mail account.**

## Section 1: Student Information

Student Name: \_\_\_\_\_  
Last First Middle

Metropolitan State Student ID Number: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Metropolitan State e-mail address: \_\_\_\_\_@metrostate.edu Advisor: \_\_\_\_\_

## Section 2: Course Information

Institution (where course was taken)	Subject	Number	Course Title	Credits	Term / Year

Student signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

## Review Committee Decision & Recording (Office Use Only)

Decision:  Approved for this student (course taken is variation of an official course)  Approved Course for All Students  
 Denied  Denied-Incomplete

Name of Review Committee Chair or designee (please print clearly) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date Forwarded to DARS \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

# Instructions for Submitting a Request to Review Transfer Coursework for Metropolitan State University's Racial Issues Graduation Requirement

1. Complete all parts of the *Racial Issues Graduation Requirement Request to Review Transfer Coursework* form.

NOTE: Courses must be equivalent to at least 3 semester credits. A combination of courses may be used to meet the requirement.

2. Provide an official course description (minimum), a course outline or learning outcomes (better), or a full syllabus including a schedule of readings and assignments (best) that provides evidence that a majority of course content had explicit focus on issues of race and racism, and the course addressed at least 3 of the following topics:
  - A. How race and racism are *socially constructed* in the United States.
  - B. Various *characteristics* of racism.
  - C. Various *legacies and impacts* of racism in the United States.
  - D. Various *personal responses* and *responsibilities* to address racism.
  - E. Various *collective and/or institutional responses* and *responsibilities* to address racism.

3. Submit form with supporting documentation to [racial.issues.requirement@metrostate.edu](mailto:racial.issues.requirement@metrostate.edu) or to Gateway Student Services as instructed on the top of the form.

Note: Decisions will be made within 30 business days of receipt, and you will be notified at your University email address.

## Appeals

Consistent with the [Academic Appeals Procedure \(University Procedure #202\)](#), you have a right to appeal the initial review decision based on what you submitted. See [www.metrostate.edu/racial-issues-requirement](http://www.metrostate.edu/racial-issues-requirement) for instructions "How to Appeal an Initial Review Decision for Metropolitan State University's Racial Issues Graduation Requirement".