Step-by-step

GEC Course Substitution

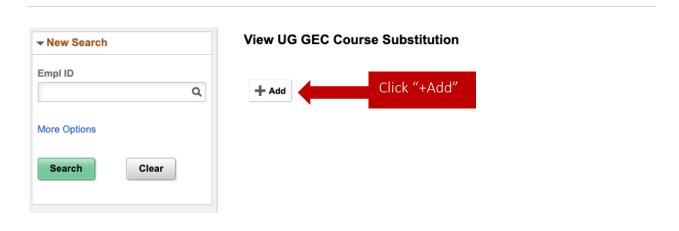
Preparation: Gather Supporting Documentation

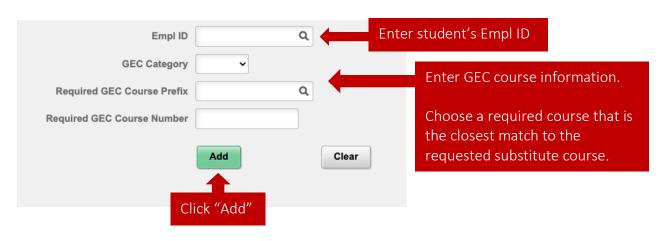
Before you begin, be sure to gather any documentation you may need to attach to the form (see Step Five). If you navigate away from the course substitution form in SOAR without submitting, you will lose your progress and need to begin again.

Step 1: Navigate to the Form

 $\mathsf{Navigator} \to \mathsf{Academic} \ \mathsf{Advisement} \to \mathsf{USM} \ \mathsf{Academic} \ \mathsf{Advising} \to \mathsf{Use} \to \mathsf{UG} \ \mathsf{GEC} \ \mathsf{Course} \ \mathsf{Substitution}$

Step 2: Add the Student and GEC Course Information





Step 3: Enter the Substitute Course Information



USM Course Prefix/Number/Title on DPR

1

This is the name of the course you'd like to use to replace the requirement. If the substitute course was taken at a transfer institution, this is the name USM assigns to the transfer course on the DPR and the transfer credit evaluation (right column). Often this is something like SOC 701AAA TFR Sociology Elective, but it may also be given the prefix and number of a similar USM course.

Select "Transfer course from accredited institution" or "Course taken at USM"

If transfer course is selected additional fields will appear where you can input additional information about the course.

3 Transfer Course Prefix/Number/Title

These fields are where you put the name of the course at the transfer institution. This information is available in the left columns of the transfer credit evaluation.

Indicate Whether the Course Was Taken Prior To USM Enrollment

Step 4: Equivalency and Rationale



Equivalency

There are two ways that courses can be considered sufficiently equivalent to substitute for a GEC requirement:

- 1. The substitute course was part of a transfer institution's general education or core curriculum when the student took the class.
 - o If so, note this in the equivalency field and attach supporting documentation.
- 2. The substitute course is similar enough to a USM course in the GEC category.
 - o If so, note the way the content or course outcomes overlap in the equivalency field and attach supporting documentation such as course syllabi or course descriptions.

Rationale

Use this space to explain why you are requesting the substitution.

- 1. If the substitute course was part of a transfer institution's general education or core curriculum, the rationale is simply "Transfer course taken at an accredited institution prior to enrollment."
- 2. If the substitute course is a USM course, you must explain why the student is unable to take one of the course selections in the GEC category. This option is extremely rare and is usually the result of an error with the student not at fault.

If you need more space for either the equivalency or rationale, then you may attach an additional document with your explanations.

Step 5: Attach Supporting Documents

Documents Print DPR Report

Use the DPR Report button to download and save, then attach the student's DPR under the Documents button. GEC course substitution requests must include:

- o Degree Progress Report
- o Transfer Credit Evaluation (if substitute course was taken at a transfer institution)
- o One of these options:
 - Proof the substitute course was in the transfer institution's general education or core curriculum

OR

• Evidence of course equivalency

Supporting documents may include:

- o Screenshot of the transfer course's inclusion in core curriculum
- o Course syllabi
- o Email correspondence or other evidence of an error in advisement

How to take a screenshot

On a Mac

- 1. Press and hold command + shift + 4, then release
- 2. Drag your cursor to draw a box around the area of the screen you'd like to capture
- 3. Release your mouse and an image will be taken
- 4. The file will save to your desktop where you can rename it then attach it in the SOAR form

On a PC

- 1. Search for the Snipping Tool
- 2. Choose the kind of snip you'd like in the Mode menu
- 3. Select the area of the screen you'd like to capture
- 4. Use the Save Snip button to name and store your file before attaching it in the SOAR form

Step 6: Submit!

Add any additional comments and click Submit for Approval.

Questions?

Ask your program coordinator, school director, or college dean's office for help.