

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

Navigator → Academic Advisement → USM Academic Advising → Use → UG GEC Course Substitution

Step 2: Add the Student and GEC Course Information

The screenshot shows a sidebar titled "New Search" with a search box for "Empl ID" and a magnifying glass icon. Below the search box is a link for "More Options" and two buttons: "Search" and "Clear".

View UG GEC Course Substitution

+ Add

Click "+Add"

The screenshot shows the main form with the following fields: "Empl ID" (with a search icon), "GEC Category" (with a dropdown arrow), "Required GEC Course Prefix" (with a search icon), and "Required GEC Course Number". At the bottom are "Add" and "Clear" buttons.

Enter student's Empl ID

Enter GEC course information.

Choose a required course that is the closest match to the requested substitute course.

Click "Add"

Step 3: Enter the Substitute Course Information

Emplid	██████████	First Name	██████████	Last Name	██████████		
Campus	ONLNE	College	Col of Arts and Sciences	School	So Construction & Design		
Academic Plan	Construction Management BS	Minor		Req Term	4208		
Applied for degree	N	Degree Term					
GEC Category	05	Required GEC Course Prefix	SOC	Required GEC Course Number	101		
Request to waive GEC course	No						
1	→	USM Course Prefix on DPR	<input type="text"/>	USM Course Number on DPR	<input type="text"/>	Course title on DPR	<input type="text"/>
2	→	<input checked="" type="radio"/> Transfer course from accredited institution	<input type="text"/>	<input type="radio"/> Course taken at USM			
		Name of transfer institution	<input type="text"/>				
3	→	Transfer course prefix	<input type="text"/>	Transfer course number	<input type="text"/>	Course title on DPR	<input type="text"/>
		Class taken prior to enrollment at USM or after enrollment?	<input type="text"/>	4	→		

1 USM Course Prefix/Number/Title on DPR

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.

2 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.

4 Indicate Whether the Course Was Taken Prior To USM Enrollment

Step 4: Equivalency and Rationale

1

Explain equivalency of course to the GEC requirement.

600 characters remaining

2

Explain rationale for requesting substitution or waiver

600 characters remaining

1 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.

2 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:

- Degree Progress Report
 - Transfer Credit Evaluation (if substitute course was taken at a transfer institution)
 - 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:

- Screenshot of the transfer course's inclusion in core curriculum
- Course syllabi
- 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.