

# Step-by-Step Non-GEC Course Substitution for a course taken at a transfer institution

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## 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 Non GEC Course Substitution

## Step 2: Add the Student

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**New Search**

Empl ID

More Options

Search Clear

**View USM\_STRC1947\_CP**

+ Add

Click "+Add"

Empl ID

Add Clear

Enter student's Empl ID

Click "+Add"

## Step 3: Enter the Course Information (Substituting a Transfer Course/TFR)

### Usm Strc1947 Pg

Emploid [REDACTED] First Name [REDACTED] Last Name [REDACTED]  
Campus HBG College Col of Arts and Sciences School So Computing Sci & Computer En  
Academic Plan Information Tech(Networking)BS Minor Req Term 4201  
Applied for degree N Degree Term

1 → Required Course Prefix and Number Required Course Title

Request to waive Non GEC Crs No

2 → Substitute Course Prefix and Number on DPR Substitute Course Title on DPR

3 →  Transfer course from accredited institution  Course taken at USM

Name of transfer institution

4 → Transfer subject Transfer course number 5 → Title

Class taken prior to enrollment at USM or after enrollment?

1

#### Required Course Prefix and Number, Required Course Title

This is the information of the course required on the degree plan, i.e. the course the student does not need to take because you are requesting a substitute course.

2

#### Substitute Course Prefix and Number on DPR, Substitute Course Title on DPR

This is the name of the course you'd like to use to replace the requirement. USM assigns this name to the transfer course on the student's transfer credit evaluation (right column) and DPR. Often this is something like BSC 701AAA TFR Science Elective or THE 701273 TFR Dramatic Makeup, other times it will be a USM course number and title.

3

#### Select "Transfer course from accredited institution"

This will open up additional information about the transfer course, including the name of the transfer institution.

4

#### Transfer subject, Transfer course number, Title

This is the name of the course at the transfer institution, i.e. what the transfer school calls their course. This information is available in the left columns of the transfer credit evaluation.

5

#### Indicate Whether the Course Was Taken Prior To USM Enrollment

## Step 4: Equivalency and Rationale

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1 Explain equivalency of course to the required course.

1

600 characters remaining

2 Explain rationale for requesting substitution

2

1

### Equivalency

Use this space to explain how the required and requested substitute course are sufficiently similar enough for the substitute to replace the requirement. Consider questions such as:

- What about the content of the two courses is similar?
- What course outcomes from the required course were covered in the substitute course?
- How do the two courses cover the same relevant learning outcomes for a particular category on the degree plan?

2

### Rationale

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

- Why was the student unable to take the course required by the degree plan?
- Why shouldn't the student take the required course?

"Transfer course taken at an accredited institution prior to enrollment" is a sufficient rationale for requesting a substitution of a previously taken transfer course.

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

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Documents

Print DPR Report

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Use the Print DPR Report button to download and save, then attach the student's DPR under the Documents button. Requests to substitute a transfer course should include:

- Degree Progress Report
- Transfer Credit Evaluation
- Documents supporting the equivalency of the courses

Limit document names to fewer than 40 characters or subsequent reviewers will be unable to open the files. It is helpful if you highlight the courses involved on the DPR and TCE.

Supporting documents may include:

- Transfer course syllabus
- Screenshot of the transfer course description from the institution's course catalog
- Email correspondence with department chair at the transfer institution

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.