Step-by Step
Non-GEC Course Substitution for USM Course

Preparation: Gather Supporting Documentation

Before you begin, 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 in SOAR

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

Step 2: Add the Student

View USM_STRC1947_CP

Click "+Add"

Enter student's Empl ID

Click "Add"

Step 3: Enter the Course Information (Substituting a *USM Course*)

Emplid ▮	First Name ▮	Last Name ▮
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	

Required Course Prefix and Number

Required Course Title

Request to waive Non GEC Crs No ▾

Substitute Course Prefix and Number on DPR

Substitute Course Title on DPR

○ Transfer course from accredited institution   ● Course taken at USM

Is this a substitution that the school regularly or normally supports?   ▾

Explain both the equivalency and rationale for the substitution in the boxes below.

Course taken at USM   ▾

Term and year offered next

Term and year last offered

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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.

3 Select "Course taken at USM"

This will open additional questions about the course and its availability.

4 Answer the Questions About the Substitute USM Course

You will have a chance to explain more about the availability of the course in the equivalency.

Step 4: Equivalency and Rationale

1 → Explain equivalency of course to the required course.

600 characters remaining

2 → Explain rationale for requesting substitution

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:

- How is the content of the two courses 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. Be sure to include an explanation of how the program is fixing the issue for future students. 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?

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 Print DPR Report button to download and save, then attach the student's DPR under the Documents button. Requests to substitute a USM course must include an attached DPR. If you have any other supporting documentation, you may add those files here. Supporting document examples include:

- Email correspondence about course equivalency
- Evidence of program or degree plan changes in progress
- Syllabi or course descriptions of both 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.

Step 6: Submit!

Add any additional comments and click Submit for Approval.

Questions?

Following the standards of your college, ask your program coordinator, school director, or college dean's office for help.