



The University of Southern Mississippi
 College of Arts and Letters
 Departmental Course Substitution Request Form

Name: _____ EMPL ID _____ Phone # _____
 Major _____ Email address _____

If you wish to have transfer departmental/major courses considered for USM substitutions, you must complete this form, attach all requested materials, and have all required signatures. A number of courses taken at Mississippi Community/Junior Colleges automatically transfer to cover 100 and 200 level courses. Some departments rarely accept 300 levels and above courses as transfer credit and carefully scrutinize course content to meet USM accreditation standards.

Student instructions for how to request transfer credit substitutions:

- 1) **Print a Transfer Credit Evaluation off SOAR.** Log into SOAR. **Click:** SA Self Service, Learner Services, Academics, View Transfer Credit Report. **What if no transfer work appears when you do this on SOAR?** Your transfer work has not yet been posted by the Undergraduate Admissions office to your USM account. This must be done before you can request transfer substitutions. If you are well into your first semester at USM and your transfer work is not yet posted, see the Undergraduate Admissions office.
- 2) **SOAR:** You can also print out an unofficial transcript, and your Smart sheet off SOAR. **Click:** SA Self Service, Learner Services, Academics. **Click "View Unofficial Transcript" or click "View Degree Progress Report,"** this is your Smart Sheet.

Report ID: ADR0008		The University of Southern Mississippi TRANSFER CREDIT EVALUATION		Page No. 1	
				Run Date 12/11/2003	
				Run Time 11:00:57	
Transfer Institution: Pearl River CC Poplarville					
Transfer Record					
Subject	Nbr	Title	Level	Units	Grade Term
BIO	2514	Anatomy and Physiology I	SO	4.00	C SUMR2002
			0.00		
USM Equivalencies					
Subject	Nbr	Status			
BSC	250	XPR			
BSC	250L	XPR			
External Organization Grade Points/Units Totals By Category					
XPR		Transferred (credit earned)		8.00 /	4.00
NCR		No Credit (XPR W/o Credit)		0.00 /	0.00
NXP		No Transfer (Rejected or No Rule)		0.00 /	0.00

For Dean's Office use only:
 Date entered: _____
 By: _____

- 3) **Bring materials to your advisor:** Bring Transfer Credit printed off SOAR, your Transfer Credit Evaluation obtained by the departmental staff, and this form to your advisor.
 - 4) **Double majors:** Students completing double majors must get separate approval by each major area.
- Note: University General Education Core Curriculum substitutions require a different form; see department for form.**

I REQUEST

_____ credits

TAKEN AT _____
 Name of School

TO SUBSTITUTE FOR USM COURSE

_____ credits

AS (check one) _____ or _____
 elective requirement

I REQUEST

_____ credits

TAKEN AT _____
 Name of School

TO SUBSTITUTE FOR USM COURSE

_____ credits

AS (check one) _____ or _____
 elective requirement

Comments:

ATTACHMENTS: You must attach copies of course descriptions (from your original catalog or from on-line sources) for all courses you wish to transfer.

Student signature: _____ Date _____
 Advisor: _____ Date _____
 Chair: _____ Date _____

Departmental Instructions: This form must be:
 1) Signed by all listed.
 2) Filed in the departmental student file.
 3) Filed in the Dean's Office for substitutions to be entered into students' record in People Soft.