

REQUEST FOR UNDERGRADUATE NON-GEC COURSE SUBSTITUTION

This is a fillable form and must be typed; handwritten forms will not be accepted. Only one substitution per form.

Student Name _____ EMPLID _____ Campus: HBG GP Online
 College _____ School _____
 Degree plan (Major) _____ Minor _____
 Catalog Year _____ Application for graduation: No Yes, Term _____

COURSES

Required course prefix & number _____ Required course title _____
 Substitute course prefix & number on DPR _____ Substitute course title on DPR _____

JUSTIFICATION (Please check the boxes below that apply.)

Attach to this form a current DPR and documentation, including a Transfer Credit Evaluation Report in the case of a transfer class.

A. This is a transfer course from an accredited institution

Name of transfer institution _____

Transfer institution's course prefix & number _____ Course Title _____

1) The student is a transfer student who took the class prior to enrollment at USM.

Explain how the courses are equivalent in the equivalency box below. Rationale is transfer class taken prior to enrollment at USM.

2) The student is not a transfer student and/or took the class after being enrolled at USM.

Attach the approved Permission to Transfer Credit form; explain both the equivalency and rationale for the substitution in the boxes below.

B. This is a course taken at USM

Is this a substitution that the school regularly or normally supports? No Yes.

Check a category below and explain *both* the equivalency and rationale for the substitution in the boxes below.

1) Substitution is requested as a result of required course unavailability. Explain in rationale box below.

Which term & year was the required course last offered? _____ When will it be offered next? _____

2) Substitution is requested as a result of change of major. Explain in rationale box below.

3) Substitution is requested as a result of misadvisement. Explain in rationale box below.

4) Other. Explain in rationale box below.

PROVIDE EXPLANATION BELOW FOR JUSTIFICATION, INCLUDING BOTH EQUIVALENCY AND RATIONALE

Explain equivalency of course to the required course.	
Explain rationale for requesting substitution.	

APPROVALS

Substitution request supported

Major Advisor _____ Date _____ Yes No

School Director _____ Date _____ Yes No

College Dean _____ Date _____ Approve Deny