

GRADUATE SUBSTITUTION/ TRANSFER APPROVAL/ WAIVER FORMS

This is a 3 in one Electronic Form

- USM Course Substitution **pg. 1-3**
- Transfer Substitution/Transfer Credit Approval Form **pg. 4-7**
- Course Waiver **pg. 8-10**

SOAR Navigation: Academic Advisement→USM Academic Advising→Use→Grad Substitution/TFR/Waiver

INSTRUCTIONS FOR USM COURSE SUBSTITUTION:

(substituting a course that was previously taken at USM)

1. Click **+ADD**

The screenshot shows the 'Grad Substitution/TFR/Waiver' form. On the left, under 'New Search', there are input fields for 'Empl ID' and 'Last Minor SeqNo', a 'Search' button, and a 'Clear' button. On the right, under 'View Grad Substitution/TFR/Waiver', there is a '+ Add' button highlighted with a green box.

2. Enter the **STUDENT ID#**, then click **ADD**

The screenshot shows the 'Grad Substitution/TFR/Waiver' form. The 'Empl ID' field is populated with '10176757'. Below it, the 'Add' button is highlighted with a green box, and the 'Clear' button is visible to its right.

3. The Student's degree information will automatically populate.

The screenshot shows the 'Grad Substitution/TFR/Waiver' form with the student's degree information populated. The information is displayed in a table-like format:

10176757	First Name Mahid	Last Name Ahmed
Campus HBG	College Col of Arts and Sciences	School Computing Sci & Computer En
Plan Computer Science PhD	Minor	
Req Term 4241		

Below the table, there is a 'Request to waive course' dropdown menu, a 'Requestor' field with the name 'Brittney Hawkins', and a 'Dgr Auditor' input field. At the bottom, there are buttons for 'Print DPR Report' and 'Documents'.

4. In the “**REQUEST TO WAIVE COURSE**” box, select **NO**.
5. Select the “**COURSE TAKEN AT USM**” option

10176757	First Name Mahid	Last Name Ahmed
Campus HBG	College Col of Arts and Sciences	School Computing Sci & Computer En
Plan Computer Science PhD	Minor	
Req Term 4241		
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Request to waive course No </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input checked="" type="radio"/> Course Taken at USM <input type="radio"/> Transfer Course </div> </div>		

6. Fill in the required information for the following:

****You may click the Print DPR button to review the degree requirements****

a. REQUIRED COURSE/ NUMBER ON DPR

Ex: CSC 638

b. REQUIRED COURSE TITLE ON DPR

Ex: Advanced Computer Algorithms

c. SUBSTITUTE COURSE/ NUMBER ON DPR

(the course prefix and course number of the class you are wanting to use as a substitution)

Ex: CSC 691

d. SUBSTITUTE COURSE TITLE ON DPR

(the title of the course you are wanting to use as a substitution)

Ex: Topics in Computer Science

Required Course/Number on DPR	<input type="text" value="CSC 638"/>
Required Course Title on DPR	<input type="text" value="Advanced Computer Algorithms"/>
Substitute Course/Number on DPR	<input type="text" value="CSC 691"/>
Substitute Course Title on DPR	<input type="text" value="Topics in Computer Science"/>

e. SEMESTER TAKEN

(the semester the course you wish to use as a substitution was taken at USM)

Ex: Fall

f. YEAR TAKEN

(the year the course you wish to use as a substitution was taken at USM)

Ex: 2023

g. HOURS EARNED

(the number of credit hours to be substituted)

Ex: 3

h. GRADE

(What was the grade earned for the substituted course)

Ex: A

i. DGR AUDITOR- Select your Degree Auditor from the list

Ex: Michelle Templeton

Semester Taken	Fall	Year Taken	2023
Hours Earned	3.000000		
Grade	A		
Requestor	Brittney Hawkins		
Dgr Auditor	<input type="text" value="1137447"/> <input type="button" value="Q"/>	Templeton, Deborah Michelle Compton	
Print DPR Report			
Documents			

7. Click **SUBMIT FOR APPROVAL**

Submit for Approval	Cancel/Home
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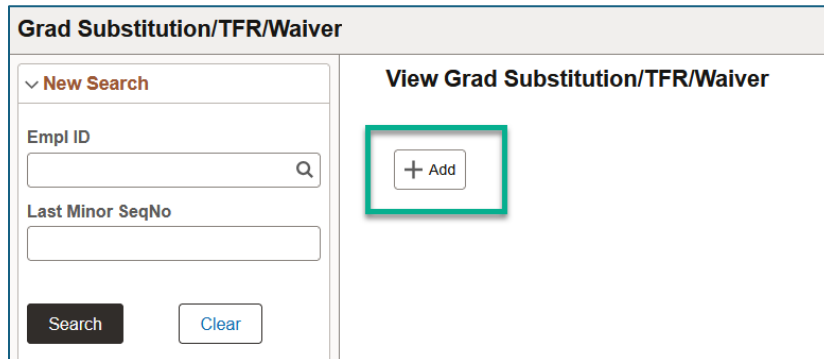
8. Now the form will be sent for approval. If the Program Coordinator initiates the form, it will go directly to the Degree Auditor for processing. If someone other than the Program Coordinator initiates the form, it will be routed to the Program Coordinator for approval, then the degree auditor.

There will also be an email notification sent informing the Program Coordinator that an item is in their Worklist waiting for approval.

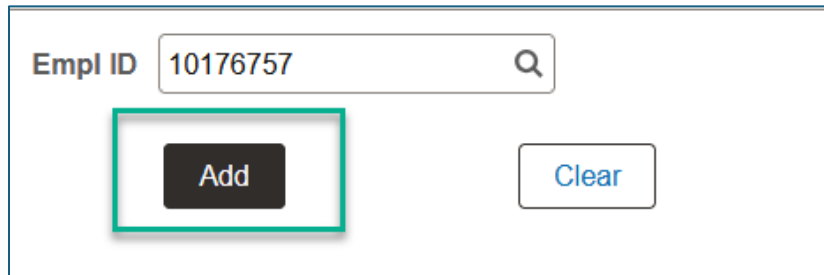
INSTRUCTIONS FOR TRANSFER COURSE SUBSTITUTION

(substituting a course that was previously taken at another institution)

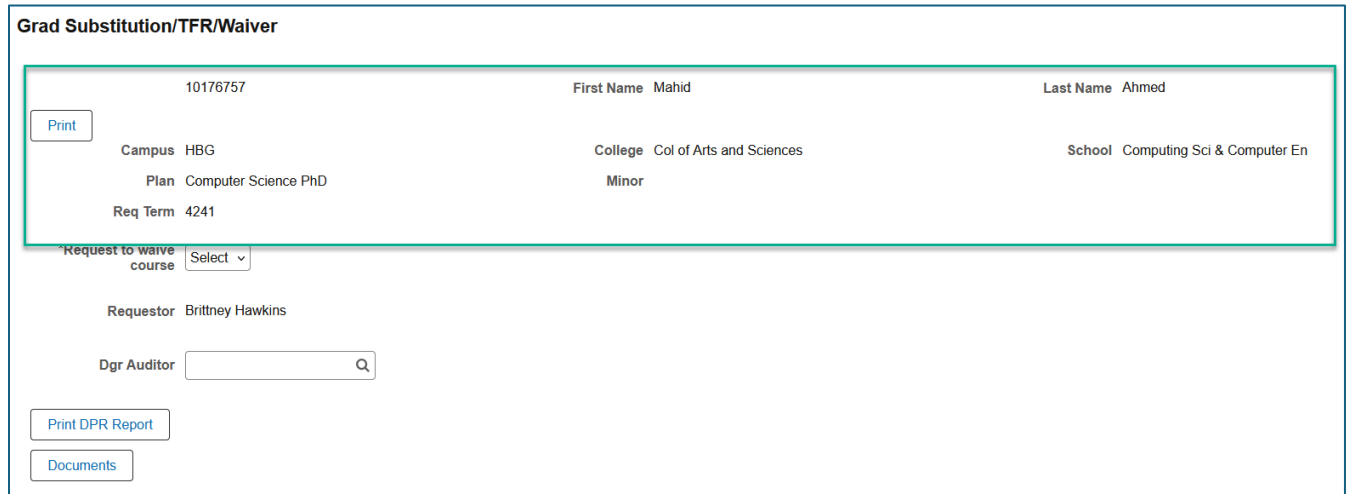
1. Click **+ADD**



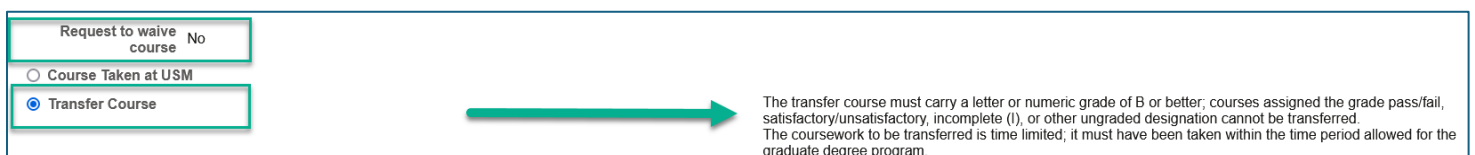
2. Enter the **STUDENT ID#**, then click **ADD**



3. The Student's degree information will automatically populate.



4. In the **"REQUEST TO WAIVE COURSE"** box, select **NO**.
5. Select the **"TRANSFER COURSE"** option
6. Notice the Transfer Credit Policy is stated on the page for you to review



The transfer course must carry a letter or numeric grade of B or better; courses assigned the grade pass/fail, satisfactory/unsatisfactory, incomplete (I), or other ungraded designation cannot be transferred. The coursework to be transferred is time limited; it must have been taken within the time period allowed for the graduate degree program.

7. A message will automatically pop up stating “you must upload a copy of the transcripts from the transfer institution(s) by clicking the Document Button)
8. Click **OK**

For Transfer Course Substitutions, you must upload a copy of the transcripts from the transfer institution(s) by clicking the Document Button

OK

9. Fill in the required information for the following:

****You may click the Print DPR button to review the degree requirements****

a. NAME OF TRANSFER INSTITUTION

Ex: Southeastern Louisiana University

b. REQUIRED COURSE/ NUMBER ON DPR

Ex: CSC 638

c. REQUIRED COURSE TITLE ON DPR

Ex: Advanced Computer Algorithms

d. SUBSTITUTE COURSE/ NUMBER ON TRANSCRIPT

(the course prefix and course number of the class you are wanting to use as a substitution from the transfer institutions transcript)

Ex: CMPS 615

e. SUBSTITUTE COURSE TITLE ON TRANSCRIPT

(the title of the course you are wanting to use as a substitution from the transfer institution)

Ex: Integrated Technology Systems

Name of Transfer Institution	Southeastern Louisiana University
Required Course/Number on DPR	CSC 638
Required Course Title on DPR	Advanced Computer Algorithms
Substitute Course/Number on Transcript	CMPS 615
Substitute Course Title on Transcript	Integrated Technology Systems

f. SEMESTER TAKEN

(the semester the course you wish to use as a substitution was taken at the Transfer Institution)

Ex: Fall

g. YEAR TAKEN

(the year the course you wish to use as a substitution was taken at the Transfer Institution)

Ex: 2023

h. HOURS EARNED

(the number of credit hours to be substituted)

Ex: 3

i. GRADE

(the grade earned for the substituted course)

***** NOTE: transfer courses must carry a grade of B or better*)**

Ex: A

- j. **DGR AUDITOR**- Select your Degree Auditor from the list
Ex: Michelle Templeton

Semester Taken	Fall	Year Taken	2023
Hours Earned	3.000000		
Grade	B		
Requestor	Brittney Hawkins		
Dgr Auditor	137447	Templeton,Deborah Michelle	Compton

10. Click the **DOCUMENTS** Button

Dgr Auditor	137447	Templeton,Deborah Michelle	Compton
Print DPR Report			
Documents			

11. Click the **UPLOAD FILE** button to upload a copy of the transcript from the transfer institution
(Ex: upload the student's transcript from Southeastern Louisiana University)

Cancel

Upload Documents

Done

×

You must use the following file naming convention for all files. File names cannot exceed 40 characters.

Examples:

W10078169_TravisPuckett_DPR

W10078169_TravisPuckett_SupportingDoc

?

File Name	View Attachment	Upload File
1	View Attachment	Upload File


12. Once the file is uploaded click **DONE**

File Attachment

Done

Choose From

My Device

 W10176757_Transcript.pdf
File Size: 63KB

Upload Complete

13. Click **DONE** again

Cancel **Upload Documents** Done X

You must use the following file naming convention for all files. File names cannot exceed 40 characters.

Examples:

W10078169_TravisPuckett_DPR

W10078169_TravisPuckett_SupportingDoc

?

File Name ↑↓ View Attachment

1	101767570W10176757_Transcript.pdf	View Attachment
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14. Click **SUBMIT FOR APPROVAL**

Submit for Approval Cancel/Home

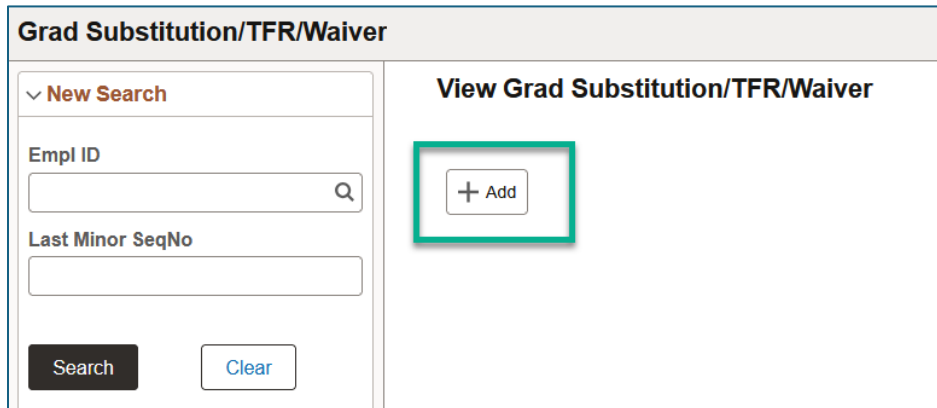
15. Now the form will be sent for approval. If the Program Coordinator initiates the form, it will go directly to the Degree Auditor for processing. If someone other than the Program Coordinator initiates the form, it will go to the Program Coordinator for approval, then the degree auditor.

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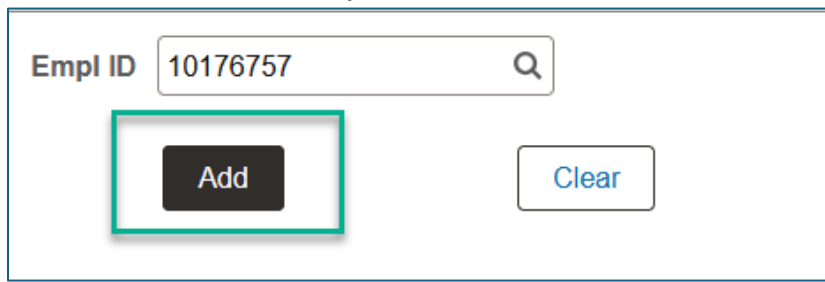
INSTRUCTIONS FOR COURSE WAIVER

(waiving a course/ requirement)

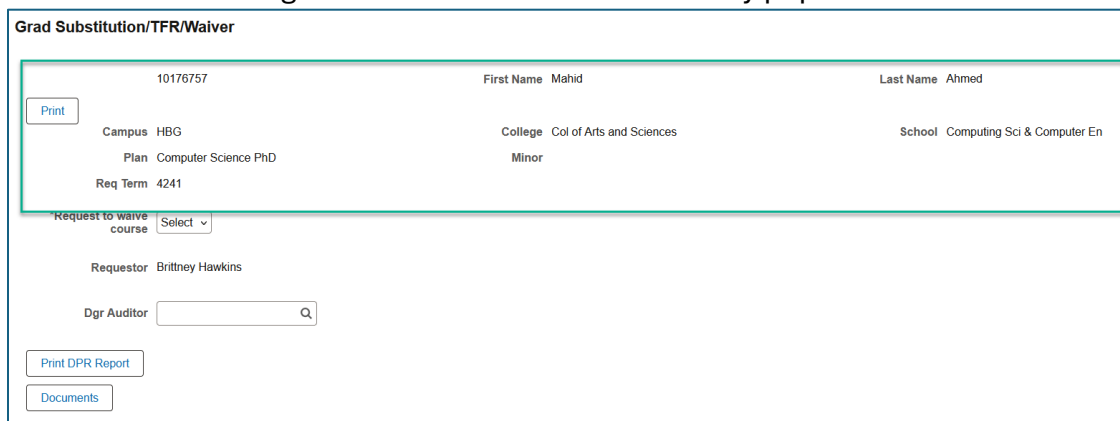
1. Click **+ADD**



2. Enter the **STUDENT ID#**, then click **ADD**

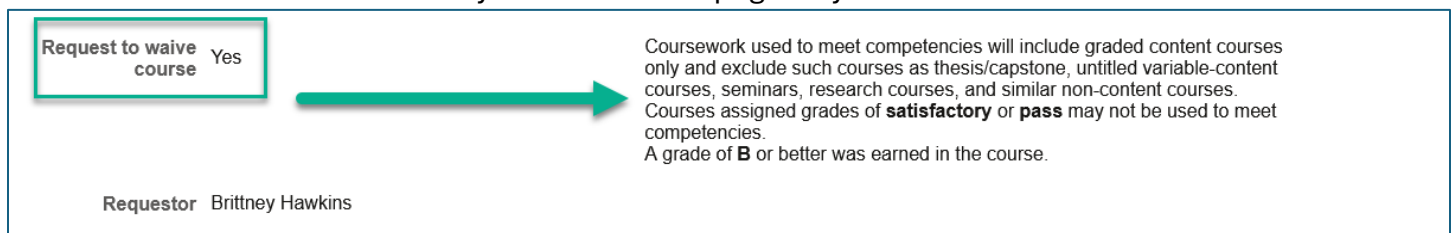


3. The Student's degree information will automatically populate.



4. In the “**REQUEST TO WAIVE COURSE**” box, select **YES**.

5. Notice the Course Waiver Policy is stated on the page for you to review



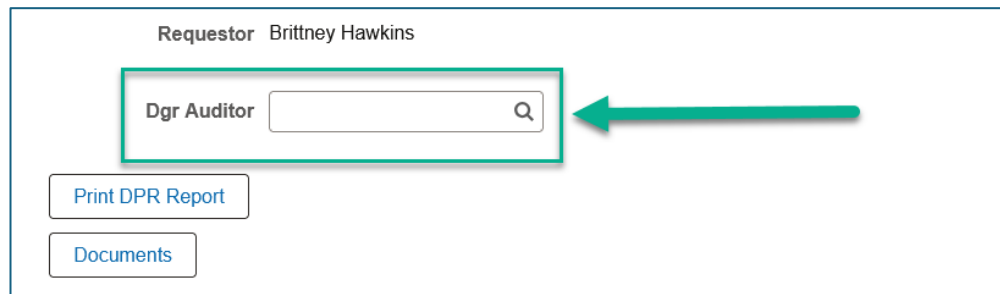
Request to waive course Yes

Coursework used to meet competencies will include graded content courses only and exclude such courses as thesis/capstone, untitled variable-content courses, seminars, research courses, and similar non-content courses. Courses assigned grades of **satisfactory** or **pass** may not be used to meet competencies.
A grade of **B** or better was earned in the course.


Requestor Brittney Hawkins

6. Select your **DEGREE AUDITOR** from the list

Ex: Michelle Templeton



Requestor Brittney Hawkins

Dgr Auditor 

[Print DPR Report](#)

[Documents](#)

7. Fill in the required information for the following:

****You may click the Print DPR button to review the degree requirements****

a. PREFIX AND NUMBER

(the course prefix and course number for the class you wish to waive)

Ex: CSC 638

b. COURSE TITLE

(the course title of the class you wish to waive)

Ex: Advanced Computer Algorithms

c. SEMESTER TAKEN

****If the course or requirement was earned/awarded at the Master's or Specialists Level, list the semester it was taken from the transcript**

****If the course was not taken, and you are wishing to waive a requirement (such as a language requirement) enter N/A**

d. YEAR TAKEN

****If the course or requirement was earned/awarded at the Master's or Specialists Level, list the year it was taken from the transcript**

****If the course was not taken, and you are wishing to waive a requirement (such as a language requirement) enter 0000**

e. HOURS EARNED (how many credit hours were earned/ you are wishing to waive for the requirement)

Ex: 3

f. GRADE

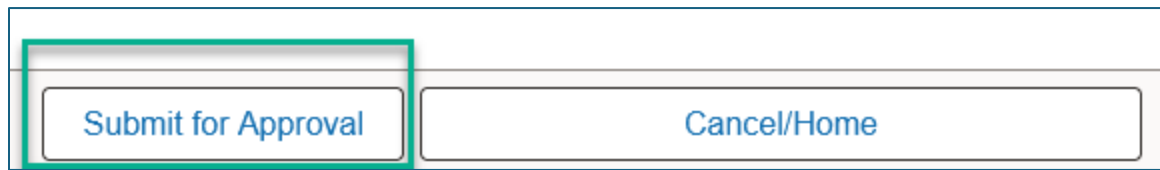
****If the course or requirement was earned/awarded at the Master's or Specialists Level, list the grade earned on the transcript**

****If the course or requirement was not taken, and no grade was awarded (such as a language requirement) enter N/A**

g. REASON FOR WAIVING

Enter the reason you wish to waive this course/requirement

8. Click **SUBMIT FOR APPROVAL**



A screenshot of a web form interface. It features a light gray background with a white rectangular area containing two buttons. The button on the left is labeled "Submit for Approval" in blue text and is highlighted with a thick green border. The button on the right is labeled "Cancel/Home" in blue text. Both buttons have a thin gray border and rounded corners.

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