

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
COLLEGE OF SCIENCE AND TECHNOLOGY

Required Attachments: <input type="checkbox"/> ACA01 Smart Sheet <input type="checkbox"/> Transfer Evaluation
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REQUEST FOR COURSE SUBSTITUTION (See reverse for directions)

*Note: Departments must complete Student Program/Plan codes (below) and attach an ACA 01 SMART sheet and transfer evaluation (as applicable) to this request form.*

Student: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Major/Emphasis: \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

Campus: HBG  GC

Catalog Year: \_\_\_\_\_

Anticipated Graduation Date \_\_\_\_\_

Substitution/Waiver Area (appropriate code indicated in parenthesis):\*

- General Education. . . . . (GE)
- Major. . . . . (MJ)
- Emphasis . . . . . (EMP)
- Minor . . . . . (MNR)
- 64 HRS from a 4-year school. . . . . (64)
- 45 HRS of 300/400 level courses. . . (45)
- Last 32 HRS in residence. . . . . (32)

**Forms will be returned to departments** unless the following codes are listed from the Student Program/Plan Panel in SOAR:

Program: \_\_\_\_\_

Major Plan: \_\_\_\_\_

Minor Plan: \_\_\_\_\_

Requirement Term: \_\_\_\_\_

**\*\*This is NOT Admit Term. It is listed in SOAR as Requirement Term.**

Required Course	Substituted Course	Sub Area*	Justification

Required Signatures (see instructions on reverse to determine needed signatures)

Major Adviser _____	Date _____
Major Director/Chair _____	Date _____
Dean of Student's major _____	Date _____
Gen Ed Director/Chair _____	Date _____
Gen ED Dean _____	Date _____
Provost _____	Date _____

*Note: These changes are effective only for the emphasis & catalog year specified above. If the student changes his/her major area, emphasis area, or bulletin year, these substitutions must be resubmitted for approval under the new program.*

## INSTRUCTIONS FOR SUBSTITUTIONS

### General Education (GE) Substitutions:

The General Education Curriculum is composed of 38 hours divided among five categories. (See page 98-103 of the 2006-07 *Bulletin* for more information)

1. Written & Oral Communications (8 hrs minimum and at least 4 courses)  
**ENG 101 and ENG 102 and Senior Capstone and one upper level "writing intensive" course**
2. Basic Science & Mathematics (11 hours)  
**MAT 101 (or higher-numbered course) and two (2) science lecture/lab components**

*Note:* BSC 103 & Lab cannot be taken in combination with BSC 110 or 111 to meet the general education curriculum requirement.

*Note:* BSC 110 & Lab or BSC 111 & Lab cannot be taken in combination with BSC 103 to meet the general education curriculum requirement.

3. Global History & Culture (12 hours)  
**ENG 203 and HIS 101 or HIS 102 and one humanities elective (HIS 101, HIS 102, PHI 151, REL 131) and one social science elective (ANT 101, GHY 101, SOC 101).**

*Note:* Any student taking GHY 101 to fulfill the social science elective may not fulfill the science requirement by taking GHY 104/104L or GHY 105/105L.

4. Aesthetic Values (3 hours)  
**ART 130 or DAN 130 or MUS 365 or THE 100**
5. Decision Making & Responsibility (3 hours)

A student may be granted substitutions for the above GE requirement via the following procedure:

1. Adviser approval.
2. Chair of student's major.
3. Chair of Gen Ed course to be substituted.
4. Dean of the Gen Ed course.
5. Provost approval.
6. ACA member of student's college for processing.

### Minor Substitutions:

Any substitution in a minor requirement must be approved by the Director/Chair of the minor. Any substitution will be forwarded to the ACA member of the college offering the minor for processing.

### Major/Emphasis/College Core Substitution:

A student may be granted substitutions for a major/emphasis or college core requirement via the following procedure:

1. Adviser approval.
2. Director/Chair of student's major/emphasis.
3. Dean of the major/emphasis course.
4. ACA member of student's major/emphasis/core for processing.