

REQUEST FOR UNDERGRADUATE GEC COURSE SUBSTITUTION

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

Student Name _____ EMPLID _____ Campus: HBG GP Online
 College _____ School _____
 Degree plan (Major) _____ Minor _____
 Catalog Year _____ Application for graduation: No Yes, Term _____
 GEC category _____ Course prefix and number of required GEC course _____
 USM course prefix & number on DPR _____ Course title on DPR _____

JUSTIFICATION (Please check the boxes below that apply and attach required documentation. **To be completed by advisor.**)

A current DPR and documentation must be attached to this request form.

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.

Does course satisfy an equivalent GEC category at the transfer institution?

Yes. Attach documentation from the transfer institution verifying the course is part of transfer institution's GEC.

No. Provide explanation in boxes below and attach evidence/documentation that supports equivalency.

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

Attach documentation supporting equivalency to the required USM GEC course, attach the approved Permission to Transfer Credit form, and explain the equivalency and rationale for the substitution in the boxes below.

B. This is a course taken at USM

Attach documentation supporting equivalency to the required GEC course, and explain both the equivalency and rationale for the substitution in the boxes below

Substitution is requested as a result of GEC course unavailability, explain in rationale box below.

Substitution is requested as a result of change of major, explain in rationale box below.

Substitution is requested as a result of misadvisement, explain in rationale box below.

Other, explain in rationale box below.

PROVIDE EXPLANATION BELOW FOR JUSTIFICATION, INCLUDING BOTH EQUIVALENCY AND RATIONALE

Explain equivalency of course to the GEC requirement.	
Explain rationale for requesting substitution.	

APPROVALS

Substitution request supported

Major Advisor _____ Date _____

Yes No

School Director _____ Date _____

Yes No

College Dean _____ Date _____

Yes No

Provost _____ Date _____

Approve Deny