

Step-by Step

Non-GEC Course Substitution for USM Course

Preparation: Gather Supporting Documentation

Step 3: Enter the Course Information (Substituting a *USM Course*)

Required Course Prefix and Number, Required Course Title

This is the information of the course required on the degree plan, i.e. the course the student does not need to take because you are requesting a substitute course.

Substitute Course Prefix and Number on DPR, Substitute Course Title on DPR

This is the name of the course you'd like to use to replace the requirement.

Select "Course taken at USM"

Step 4: Equivalency and Rationale

Equivalency

Use this space to explain how the required and requested substitute course are sufficiently similar enough for the substitute to replace the requirement. Consider questions such as:

How is the content of the two courses similar?

What course outcomes from the required course were covered in the substitute course?

How do the two courses cover the same relevant learning outcomes for a particular category on the degree plan?

Rationale

Use this space to explain why you are requesting the substitution. Be sure to include an explanation of how the program is fixing the issue for future students. Consider the questions:

Why was the student unable to take the course required by the degree plan?

Why shouldn't the student take the required course?

If you need more space for either the equivalency or rationale, then you may attach an additional document with your explanations.

Step 5: Attach Supporting Documents

Use the Print DPR Report button to download and save, then attach the student's DPR under