

SOAR navigation instructions for substitution/exception forms: <https://www.usm.edu/advisement-center/dps-workflow.php>

A. INTRODUCTION

To earn a degree or minor, students are required to complete all requirements in the degree/program plan published in the Bulletin for their catalog year. SACSCOC accreditation requires accurate and truthful representation of the requirements to complete a program of study. These requirements are presented in the University Bulletins. It is prohibited to apply requirements differently across students by granting individual exceptions to publicized requirements.

level. More advanced courses in a discipline are often more specialized and narrower in scope and may not cover the breadth or range of topics in a 100/200 level course. For example, ENG 470 (Studies in

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- ✓ "Due to under-enrollment, Course X was cancelled in fall. Course X is required without other options on the degree plan, it is only offered in the fall, and student is scheduled to graduate in the spring."
Note: While this may be a rationale for an individual student, it suggests a larger issue with the course-rotation schedule, or the number of sections offered based on demand. Programs need to schedule required courses, so they can be offered predictably.
- ✓ "Course X is no longer offered since Course Y has replaced this requirement effective since the 2018-2019. Bulletin. Teach-out plan (attached) specifies that students under older bulletins who cannot change their Bulletin year will substitute Course Y for Course X."
Note: If many students will be affected by this degree plan modification and the substitution is clearly specified on the teach-out plan, the program should request a standing substitution from the Director, through the Dean, to the Associate Provost for Institutional Effectiveness.

INSUFFICIENT RATIONALES

- ✗ "This substitution is necessary for the student to graduate on time."
Note: Students must complete the degree plan requirements on time to "graduate on time." Helping a student to graduate by a certain semester in and of itself is not an appropriate rationale.
- ✗ "Substitute Course X for Course Y." / "Move course X from general electives to major elective."
Note: These are only directives that address neither equivalency nor rationale.
- ✗ "Program accepts this course as a substitute." / "Course X is an acceptable substitute for course Y."
Note: These neither address equivalency nor rationale. Statements must explain **why** the program considers the substitution to be acceptable, both in terms of equivalency and rationale.

