Waivers and Petitions with respect to Core Curriculum requirements

USM Core Transfer Policy

Students may meet any of their USM Core requirements through transfer, with the exception of the Ethical Inquiry, Social Responsibility, and Citizenship requirement, and the Capstone. Students transferring 84 or more credits may submit for consideration a course that they regard as equivalent to the Ethical Inquiry, Social Responsibility, and Citizenship requirement. This course must have been completed at a 4 year college or university and must be at the intermediate level or above. Submissions should be sent to the Assistant Provost for Undergraduate Programs and Core Curriculum at smcwilms@usm.maine.edu. Students complete their Capstone as part of the usual 30 credit residency requirement and normally as a part of their major requirements.

Waivers

Students may request a waiver if their purpose is to be excused from completing a Core requirement. To request a waiver of a requirement, students should submit a request in writing. The request must specify and provide appropriate documentation for the reasons why the student cannot complete the requirement by registering for an appropriate course. Reasons for waivers include, but are not limited to, financial hardship, advising errors, academic hardship (e.g. a documented learning disability which makes completion of a requirement impossible). Waivers are not appropriate when a student believes they have completed the requirement with a course at USM or elsewhere which is not recognized by the University as satisfying the requirement. For such cases see Petitions below.

Petitions

Students may submit a petition when they have completed a course at USM or elsewhere which they believe satisfies a Core requirement but which the University has not accepted as meeting a Core requirement. Petitions should be submitted in writing and should explain, with appropriate documentation (syllabus, assignment descriptions, and/or samples of student work), how the course meets the learning outcomes of the Core requirement in question. Core Requirement learning outcomes may be viewed at: http://www.usm.maine.edu/core/usm-core-learning-outcomes

Waivers and petitions, and their accompanying documentation, may be submitted to:
Susan McWilliams
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University of Southern Maine
100 Payson Smith Hall
smcwilms@usm.maine.edu
207-780-4755