

## **Substitutions/Exceptions**

Students may submit a petition for substitution 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 for substitutions/exceptions 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>

Petitions should explicitly address each of the outcomes, and should make explicit reference to the documentation provided in order to demonstrate that the student has achieved the outcomes through the alternate/substitute course.

For example, here is an excerpt from a student petition for substitution. This excerpt pertains to only one outcome. Requests must address all outcomes.

“The course I completed on global warming addressed the USM ethical inquiry outcomes. Outcome 1 (analyze a topic related to diverse human cultures and the natural world that has a significant ethical dimension) was studied in this course because we compared different countries’ policies and reactions to global warming. We read articles on two different countries and had to write a paper comparing them. This assignment is in week 4 of the syllabus.”

Substitutions should involve courses at roughly the same level of mastery as the requirement in question. Course numbering systems are not always accurate representations of the level of a course, but in general, requests to substitute 100-level courses for 300-level requirements will not be approved unless the accompanying documentation makes clear that the course number is not an accurate representation of how advanced the course actually is.

Requests should be submitted via e-mail to [susan.mcwilliams@maine.edu](mailto:susan.mcwilliams@maine.edu).

For information on prior learning assessment of non-academic learning experiences, please see the Core website quick link on PLA at <https://usm.maine.edu/core/advanced-placement-and-other-test-credits>.