

## Course Substitution\Exception\Articulation Guidelines

(Use for Electives if applicable)

The course substitution process allows a student to substitute a transfer course for a required MGA course when there is a documented equivalency between the two. The course substitution process is guided by the following policy:

- MGA accept course(s) from regional accredited institutions, in limited circumstances credit can be awarded from alternative institutions.
- Freshman and sophomore level courses (1000 or 2000) will not receive credit for a junior or senior level course (3000 or 4000) at the university.
- All course substitutions must be approved by the Chair and Dean in the department where the course content is taught.
- Approval of the substitution requested is only for course content. All course grade and credit hour requirements remain in effect. Example: Many departments require a grade of "C" in all major course work.

*In very rare instances, **Course Exceptions** may be made to course substitution policy. All requested exceptions must be approved by the appropriate, chair, dean, and the office of the Provost (see page 2).*

**Course Substitution\Articulation Agreement Instructions:**

- Complete course substitution form. For the Articulation Agreements, add the additional elective credits (refer to the actual Articulation Agreement for correct number of hours). Please see message in Note\* below.
- Attach catalog descriptions for both the required MGA course and the course to be substituted. (Additional documentation may be required). **Obtain necessary approval signatures.**
- Submit signed form to the Office of the Registrar within two weeks of approval. Forms received without signatures will not be processed and will be returned to the student and school/department.

I acknowledge that **I have read, understand,** and will abide by the above named guidelines and **policy.**

Name \_\_\_\_\_

MGA ID \_\_\_\_\_

Address \_\_\_\_\_

MGA E-mail \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Term and year you expect to graduate? Term: \_\_\_\_\_ Year: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Degree:    AAS    AS    BAS    BS    BA    Master

Major: \_\_\_\_\_

**Course Substitutions/Articulation Agreements Approved Additional elective hours**

Transfer Course No. (ex. ENGL 9xxx)	Transfer Institution	Course Title	Course Hours	MGA Course Number	Course Title	Course Hours	Electives/Area III (Check for use of elective only)

Attach catalog description for both courses to this form. To add more courses see bottom of page 2.

**\*Note--Academic Chairs and Deans: Once a substitution is approved, the course becomes a permanent part of the transfer articulation catalog, which applies to all students.**

**\*\*\*Articulation Agreements: courses approved by the faculty will not be added to MGA's transfer articulation catalog.\*\*\***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved    Denied

Approved    Denied

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved    Denied

Comments:

*Course substitutions will usually be posted in MyDegree within two weeks.*

## Course Substitution\Exception Form

### Exceptions

<b><u>Course Exceptions</u></b>							
Transfer Course No. (ex. ENGL 9xxx)	Transfer Institution	Course Title	Course Hours	MGA Course Number	Course Title	Course Hours	Electives (Check only if using as an elective)

Justification for Exception:

Note: Attach justification documentation.

**Note for Academic Chairs and Deans: An exception will not go into the Transfer Articulation Catalog. It will not be considered policy, but will be accepted on an individual basis.**

Student Signature	Date	Chair Signature	Date	Approved	Denied
Dean's Signature	Date	Approved	Denied	Office of the Provost	Date
_____ Processed in Registrar's Office			_____ Date		

### Additional Courses:

Transfer Course No. (ex. ENGL 9xxx)	Transfer Institution	Course Title	Course Hours	MGA Course Number	Course Title	Course Hours	Electives/Area III (Check for use of elective only)