

The University of Texas Rio Grande Valley™

GRADUATE COURSE SUBSTITUTIONS

Guidelines and Instructions

DEGREE AUDIT SYSTEMS AND SUPPORT

DIVISION OF STRATEGIC ENROLLMENT AND STUDENT AFFAIRS

6/29/2022

Graduate Course Substitutions Guidelines & Instructions

Table of Contents

Course Substitution Policy	2
Before Submitting a Course Substitution	2
Instructions to Submit Course Substitution	3
View and Search Course Substitution Requests	6
Instructions to Process (Approve/Deny) Course Substitutions	7
Email Notifications and Workflows.....	8
Email Notifications	8
General Workflow	8
Contact Information.....	8
Frequently Asked Questions	9

Graduate Course Substitutions Guidelines & Instructions

Course Substitution Policy

Course Substitutions are requests to modify degree requirements. Course substitutions are rare and should only occur under exceptional circumstances. Students seeking modifications to degree requirements must submit an online course substitution form, initiated by the student with the help of a graduate program coordinator.

Course substitution is the process by which an alternate course may replace a required or proscribed course in a program of study, provided the substituted course meets the content, learning objectives, and/or spirit of the original course.

Only letter grade courses may be substituted for letter grade course requirements, and courses must be of equal credit hours.

Only courses in which the student earns or has earned a grade of B or better will be used as course substitutions.

Students may not replace a core required course in which they have earned an F, NC, NP, or U grade with a substituted course.

Source: 2022 – 2023 Graduate Catalog

Before Submitting a Course Substitution

Before a request is submitted, please review important details below.

- Confirm that course(s) to be substituted are listed (as required or optional) on the student's degree plan/DegreeWorks.
- Confirm that course(s) that will substitute required course(s) are showing on the student's academic record/DegreeWorks.
- The course substitution process should not be used to request approval of additional courses beyond degree requirements on the degree audit. Specifically, if a block/section on a degree audit has been fulfilled, substitutions will not be allowed.
- A course that is required or proscribed in a master's program and in a graduate certificate and it is approved to be substituted, the course substitution will be applied to both programs.
- A course substitution may be closed without processing if:
 - Course information included on the request does not match the student's record and/or degree plan/DegreeWorks.
 - Form does not clearly indicate the requirement to be waived on the student's degree plan/DegreeWorks.

Graduate Course Substitutions Guidelines & Instructions

Instructions to Submit Course Substitution

A course substitution is a request to replace a required course in the degree plan using a course of similar content and learning outcomes. Course substitutions are approved by the Department Chair, College Dean of the Program, and Graduate College Dean. Follow the steps below to submit a course substitution.

STEP 1. Login to the **Graduate Course Substitutions** portal using your UTRGV credentials. Once you logged in, the new request form will be displayed.

STEP 2. Type the student's ID in the **Student ID** field and click on **Get Data**.

This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Concentration/Specialization field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required unless otherwise indicated. Enter student Id and click "Get Data" to auto populate stu

Student ID:

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Concentration/Specialization (optional):

Catalog Year:

STEP 3. Enter the course information that will replace the required course on the student's degree plan as well as the required course to be replaced.

Course information that was previously taken or in progress includes **course subject and number**, **title**, **year** and **term** taken/in-progress, **grade earned**, if applicable, and **credit hours**.

Course information to be substituted requires **course subject and number**, **title**, and **course type**. On the **course type** field in the UTRGV Course to be Substituted. A justification for the substitution must be included and be **limited to 500 characters**. Once all the fields are accurately completed, click on **Add Substitution**.

You may add up to 3 course substitution requests in the same form. To do so, repeat this process.

Graduate Course Substitutions Guidelines & Instructions

Submit New Request

Step 2/4: Enter course substitution

Course In-Progress/Previously Taken

-Select Year- -Select Term-

Course, e.g. KINE 5351

Grade, e.g. B -Select Hours-

UTRGV Course to be Substituted

Course, e.g. KINE 5351

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV.

Add Substitution

Previous Next

STEP 4. Once the course substitution has been added, click **Next** to proceed to upload supporting documentation.

Submit New Request

Step 2/4: Enter course substitution

Course In-Progress/Previously Taken

-Select Year- -Select Term-

Course, e.g. KINE 5351

Grade, e.g. B -Select Hours-

UTRGV Course to be Substituted

Course, e.g. KINE 5351

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV.

Course(s) transferred in

Term	Course	Grade	Hours
Fall 2021	SOCI 6361	A	3

Course substitute for

Course
SOCI 6304

Student justification:

During the Fall 2021 term the student completed SOCI 6361. The course is research oriented, labor intensive and intellectually demanding, and students are required to produce a rigorous research proposal accompanied by a formal presentation of their project. As such, the demands of the course are comparable, which serves as research practicum.

Delete

Add Substitution

Previous Next

Graduate Course Substitutions Guidelines & Instructions

STEP 5. You may upload supporting documents such as copy of course descriptions of all courses, course syllabus, student's DegreeWorks, transcripts(s), and additional information regarding the justification.

Note: supporting documentation is required if transfer coursework is requested to replace UTRGV coursework.

Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: No file chosen

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	6/18/2022 7:24:48 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	6/18/2022 7:25:17 PM
Delete	Course Descriptions for SOCI 6361 and SOCI 6304	advisor3@utrgv.edu	6/18/2022 7:25:52 PM
Delete	Course Syllabus of SOCI 6361	advisor3@utrgv.edu	6/18/2022 7:26:10 PM

STEP 6. In this step the department chair of the student's program will be displaying and if approver is accurate, then click on **Submit for Approval** to submit course substitution request.

Submit New Request

Step 4/4: Submit for approval.

William Donner - (Request 53336)

Note: if you do not see approver(s) listed, please contact Degree Audit Systems & Support at gradcertification@utrgv.edu for assistance.

Graduate Course Substitutions Guidelines & Instructions

Once the course substitution has been submitted, details of the request will be displayed in 3 different tabs: **Student Information**, **Request & Workflow**, and **Supporting Documents**.

View and Search Course Substitution Requests

To view the requests pending to submit and those submitted, click on **My Requests** on the top menu bar. To view details of a requests, click on **View**.

	ID	Request Type	StudentID	Student Name	Department	Major	Catalog Year	Submission Status	Date Created	Completed
View	41309	Course Substitution	1234567	Jane Doe	Biology	Biology (RBIO)	2018-2019	Submitted	6/13/2022	No
View	41310	Course Substitution	1234567	Jane Doe	Biology	Biology (RBIO)	2019-2020	Submitted	6/14/2022	Yes

To search for a request, click on **Search Requests** on the top menu bar. A request can be searched by form ID, student ID, student last name, and/or student first name.

Graduate Course Substitutions Guidelines & Instructions

Instructions to Process (Approve/Deny) Course Substitutions

Academic Department Chairs, College Deans, and Graduate College Dean are designated as approvers of course substitutions. Follow the steps below to process course substitutions.

STEP 1. Login to the **Graduate Course Substitutions** portal using your UTRGV credentials.

STEP 2. Once you logged in, the list of pending requests will be displayed. To view the details and process a request, click **Select**.

Requests pending approval, click Select to view details

	ID	Request Type	SID	Student Name	Major	Department	Catalog Year	Submitted By	Date Submitted
Select	34572	Course Substitution	01234567	Jane Doe	Primary Major	Department	2020-2021	advisor@utrgv.edu	1/13/2021
Select	34673	Course Substitution	01234567	Jane Doe	Primary Major	Department	2017-2018	advisor@utrgv.edu	1/19/2021
Select	34943	Course Substitution	01234567	John Doe	Primary Major	Department	2019-2020	advisor3@utrgv.edu	2/10/2021

STEP 3. Click the **Make a Decision** button to process the request and a new popup window will display.

View Request Details and Workflows

Request & Workflows Supporting Documents (0)

Form ID: 34943
Request Type: Course Substitution
Student ID: 01234567
Student Name: John Doe
Classification: JR
Major: Primary Major
Department: Department
College: College
Minor/Concentration:
Catalog Year: 2019-2020
Graduation Status:
Graduation Term:
Submitted Date: 02/10/2021
Submitted By: advisor3

Course(s) Transferred in

Term	Course	Grade	Hours
2016 SS1	Course I	A	3

Course Substitute for

Course	Type
Course	Major

Student Justification: This is a test.
Current User: approver@utrgv.edu
Current Queue: Department
Completed Date:
Flow Path: Advisor > Department > Dean > Degree Audit Team
Make a Decision
Queue: approver@utrgv.edu - Department
Decision:
Decision by:
Decision Justification:

STEP 4. In the popup window, proceed to enter a **decision (Approve or Deny)**, **justification**, and click **Submit** to complete the request. Once the request has been submitted, it will continue in the workflow to the next approver.

View Request Details and Workflows

Make a decision (All fields required)

Complete the fields.

Approve or Deny: [Dropdown menu with options: Select, Approve, Deny]
Justification:
Verify Next Decision Maker: Approver
Note: If you don't see any approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.
Submit Close

Graduate Course Substitutions Guidelines & Instructions

Email Notifications and Workflows

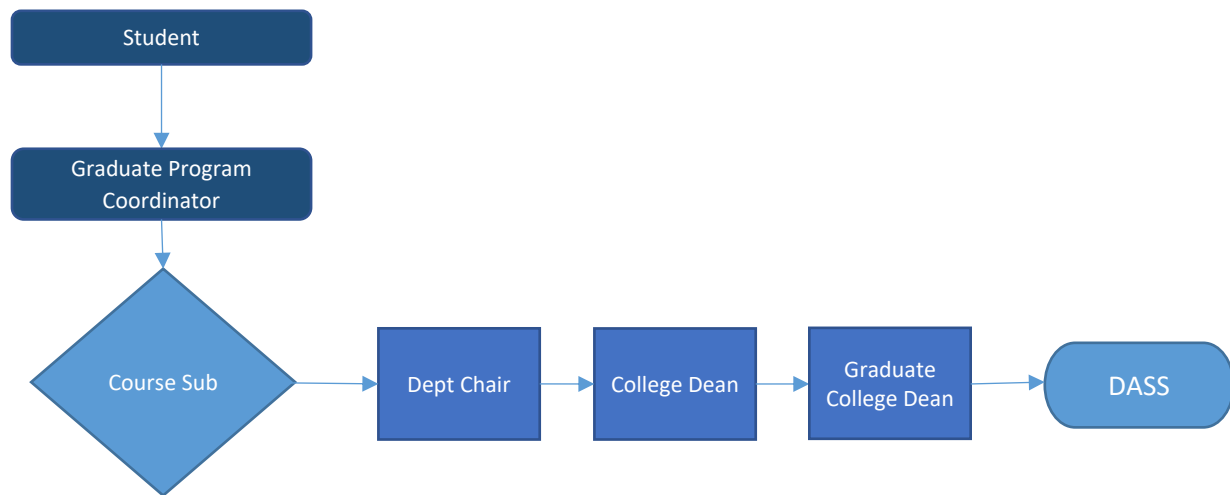
Email Notifications

Users that submit course substitution(s) as well as the students that requests are submitted for will receive an email notification once the course substitution has been submitted and processed by the Degree Audit Systems and Support Team.

Approvers will also receive an email notification once a course substitution enters their queue for decision maker.

Please be aware that approvers will receive a daily email reminder to process requests in their queue if those requests are 5 days or older.

General Workflow



Contact Information

If you have additional questions or access to the Graduate Course Substitution portal, please contact the Degree Audit Systems and Support team at gradcertification@utrgv.edu.

Graduate Course Substitutions Guidelines & Instructions

Frequently Asked Questions

1. Student's basic information is not up to date, how can it be updated before I submit the request?
 - o All Basic Information fields are editable so you can type or select an item on the respective drop-down menu.

[Submit New Request](#)

Step 1/4: Basic Information (All fields required unless otherwise indicated. Enter student Id and click "Get Data" to auto populate stu.

Student ID:	<input type="text" value="Enter student ID"/>	Get Data
Student First Name:	<input type="text"/>	
Student Last Name:	<input type="text"/>	
Student UTRGV Email:	<input type="text"/>	
Student Classification	-Select- ▼	
Student College	-Select- ▼	
Student Major	-Select- ▼	
Student Department	-Select- ▼	
Student Concentration/Specialization (optional)	<input type="text"/>	
Catalog Year:	-Select- ▼	

[Next](#)

2. As approver, can I find in the portal the student's graduation application status and term?
 - o Once you log in, the list of requests pending on your queue will display. The last two columns will show the student's graduation application status and term. If the columns are blank, then indicates that the student has not yet applied for graduation.

Requests pending approval, click [Select](#) to view details

	ID	Request Type	SID	Student Name	Major	Department	Catalog Year	Submitted By	Date Submitted	Grad Status	Grad Term
Select	01234	Course Substitution	01234567	John Doe	Mathematics (RMAT)	Sch Math & Statistical Science	2019-2020	john.doe@utrgv.edu	1/1/2021		
Select	01234	Course Substitution	01234567	John Doe	Nursing (RNUR)	Nursing	2020-2021	john.doe@utrgv.edu	1/1/2021		
Select	01234	Course Substitution	01234567	John Doe	Criminal Justice (RCRI)	Criminal Justice	2018-2019	john.doe@utrgv.edu	1/1/2021	APP	202120