

Students at Alcorn State University are able to petition the Office of Graduate Studies for changes in curriculum requests for progression to degree completion. Changes can be approved for substitution of courses for required courses on the academic degree plan or transfer of courses. These are preapproved actions by the student's academic advisor before the process is executed for review and approved by the graduate administrator.

Substitutions

Course substitutions can be approved at the request of the academic advisor. If a substitution is necessary to fulfill curriculum requirements, the student must collaborate with his/her advisor to make the appropriate request. Advisors must complete the official request in the graduate go.alcorn.edu platform. These requests must justify the reason for the substitution and documentation to provide course descriptions of the courses included in the request. The content of the requested courses must match in part or fully. There is a limit of 9 credits that can be approved according to policy. This limit includes any requests for transfer of credits. If the request is approved, course credits will be credited in go.alcorn.edu on the student's degree plan.

Transfer of Credits

Graduate students at Alcorn State University are allowed to transfer course credits from a previous institution with the approval of the academic advisor. A maximum of six credits can be approved for transfer. The academic advisor must complete the Transfer of Credits form and attach a copy of the student's official transcript from the previous school which documents the requested courses for approval. In addition to the transcript and transfer of credits form, course descriptions must be attached for the transfer courses and the graduate courses at Alcorn.

Substitutions and transfers can only be approved for courses with a letter grade of B or higher. Following approval of the courses by the graduate administrator, the courses will be added to the student's Alcorn transcript.

The maximum number of credits for substitutions and transfers combined cannot exceed 9 hours.