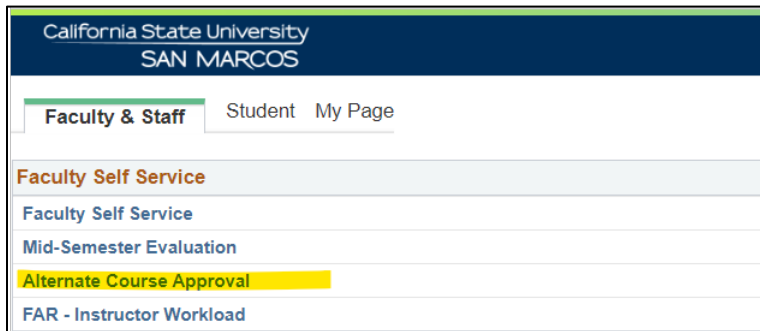


Alternate Course Approval (ACA) for Faculty Submission Guide

1. Visit: <https://my.csusm.edu/>
2. Sign-in using your CSUSM credentials.
3. Click on “Alternate Course Approval”.



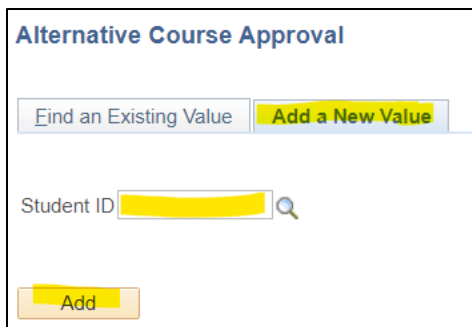
California State University
SAN MARCOS

Faculty & Staff Student My Page

Faculty Self Service


- Faculty Self Service
- Mid-Semester Evaluation
- Alternate Course Approval**
- FAR - Instructor Workload

4. Click on the “Add a New Value” tab.
5. Enter the Student ID or click on the magnifying glass icon to search for the student by name, then click the “Add” button.



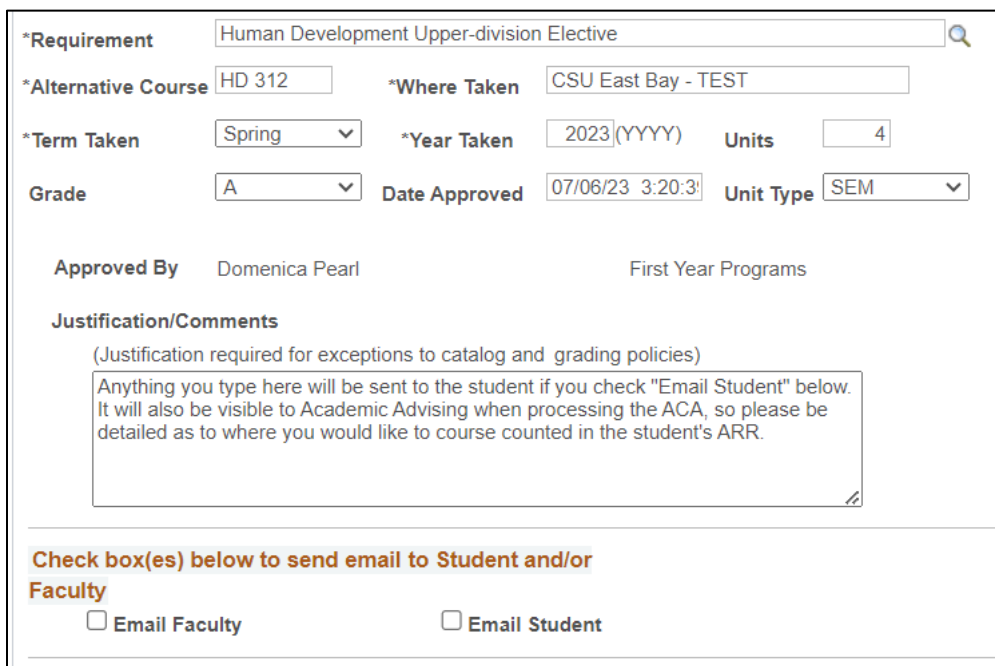
Alternative Course Approval


Find an Existing Value **Add a New Value**

Student ID 

Add

6. Complete the form. Be sure to include details of what the alternate course will be substituting in the Justification/Comments.



***Requirement** Human Development Upper-division Elective 

***Alternative Course** HD 312 ***Where Taken** CSU East Bay - TEST

***Term Taken** Spring ***Year Taken** 2023 (YYYY) **Units** 4

Grade A **Date Approved** 07/06/23 3:20:31 **Unit Type** SEM

Approved By Domenica Pearl First Year Programs

Justification/Comments

(Justification required for exceptions to catalog and grading policies)

Anything you type here will be sent to the student if you check "Email Student" below. It will also be visible to Academic Advising when processing the ACA, so please be detailed as to where you would like to course counted in the student's ARR.

Check box(es) below to send email to Student and/or Faculty

☐ Email Faculty ☐ Email Student

7. Check the “Email Faculty” box if you would like to be sent a confirmation email of your approval.
8. Check the “Email Student” box if you would like a copy of the approval sent to the student.
9. Click the “Save” button to save/submit the form.