DEGREE AUDIT – SUBSTITUTION REQUEST

OVERVIEW

A course substitution is when a course that has been completed, or transferred into NKU, may be different than the required courses within the program curriculum. The degree audit provides a quick and easy way to submit a course substitution request directly within the degree audit.

Substitutions can be requested within the degree audit using the qualifying tab. Substitutions can be requested for:

- A general education requirement specific or general course.
- A major/minor/focus/track/concentration/specialization requirement specific or general course.

Within the degree audit, each requirement will show a graph detailing the number of courses (or credit hours) that are completed, in-progress, and incomplete. Clicking on a requirement will allow you to drill down and see the specific courses (completed and in-progress) that count towards that requirement. The qualifying tab shows the courses to be taken to complete the requirements area.

To begin the substitution request, find the area where you would like to add a substitution and click on the qualifying tab. Users will now see a button appear next to each qualifying class listed. This will begin the substitution workflow process. Users will also notice a button in the upper right corner. This is where a course can be substituted for a requirement rather than a specific course.
Once a user has clicked on the button, a pop up will appear with a list of courses to be used for the substitution:

Here the requestor can choose the course to substitute and submit the substitution request. There are different types of substitution requests:

- A course not already used in the audit (example A)
- A course already used in the audit but being moved to another requirement area within the audit (Example B)
- A course that is to be shared between different areas of the audit (Example C)
- A repeated course or transfer credit that is to be used in different areas of the audit (Example D)
### Example A

#### Select a Course

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 130</td>
<td>Spring 2021-2022 Chemistry: An Engineering Approach-NS</td>
</tr>
<tr>
<td>EGT 161</td>
<td>Fall 2021-2022 DC Circuit Analysis</td>
</tr>
<tr>
<td>CHE 130L</td>
<td>Spring 2021-2022 Chemistry: An Engineering Approach Lab SL</td>
</tr>
<tr>
<td>EGT 212</td>
<td>Spring 2021-2022 Computer-Aided Drafting and Design</td>
</tr>
<tr>
<td>ECO 200</td>
<td>Fall 2022-2023 Principles of Macroeconomics - SB</td>
</tr>
<tr>
<td>EGT 243</td>
<td>Fall 2022-2023 AC Circuit Analysis</td>
</tr>
</tbody>
</table>

#### Requirement

- EEET Electives

#### Selected Course

- Fall 2022-2023 - ECO 200 - Principles of Macroeconomics - SB
- Credit Hours: 3 Grade: A
- ID: 8A4D10F9030B1E0D88E565DE15EB003F

**Notes**

ECO 200 - Principles of Macroeconomics - SB (Fall 2022-2023 grade: A) will be substituted for EGT 280 - Introduction to Microtechnology.

This is a request to add ECO 200 to fulfill the EEET Electives requirement.
### Select a Course

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<td>Fall 2021-2022 AC Circuit Analysis</td>
</tr>
</tbody>
</table>

### Requirement
- EEET Electives

### Selected Course
- Fall 2022-2023 - EGT 243 - AC Circuit Analysis
- **Credit Hours**: 3
- **Grade**: A
- **ID**: 4EEA5EF120A1ECD9CF91236C0C27

### Syllabus or other attachment
- Choose a file...

### Notes
- EGT 243 - AC Circuit Analysis (Fall 2022-2023 grade: A) will be substituted for EGT 280 - Introduction to Microtechnology.

This is a request to remove EGT 243 from EEET Core Courses and move it fulfill the EEET Electives requirement.

EGT 243 - AC Circuit Analysis is already being used to fulfill the following requirement(s): EEET Core Courses
- To exclude this course from this requirement select Exclude.
- To allow the course to be used in this requirement select Share.

Confirm Exclusion?
- Exclude ○ Share

Send Substitution Request
### Example C

**Select a Course**

<table>
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<tr>
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<th>Term</th>
<th>Description</th>
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<td>Fall 2022-23</td>
<td>AC Circuit Analysis</td>
</tr>
</tbody>
</table>

**Requirement**

- EEET Electives

**Selected Course**

- Fall 2022-23: EGT 243 - AC Circuit Analysis

**Credit Hours:** 3  
**Grade:** A  
**ID:** 4EEEA5EF120A1EDCADCF991236C8C027

**Syllabus or other attachment**

- Choose a file...

**Notes**

- EGT 243 - AC Circuit Analysis (Fall 2022-23 grade: A) will be substituted for EGT 280 - Introduction to Microtechnology.

- This is a share request so that EGT 243 will fulfill both the EEET Core Courses and EEET Electives

**Confirm Exclusion?**

- **Exclude**
- **Share**

Send Substitution Request
Example D

A student who has multiple courses of EDU 300T but only one of the instances of the course is to be used within the audit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 300T</td>
<td></td>
<td>Fall 2020-21</td>
<td>3</td>
</tr>
<tr>
<td>EDU 300</td>
<td>B-</td>
<td>Fall 2020-21</td>
<td>3</td>
</tr>
</tbody>
</table>

Only a completed course can be substituted, in progress, excluded or undetermined courses are not available for selection. If a requestor is submitting a general education requirement, a syllabus must be attached. This syllabus can be in .txt, .doc, or .pdf format. A requestor can also add notes for the approver. Please be aware that these notes will show up on the email confirmation sent to the student!
Once a substitution has been submitted a message will appear that the course substitution has been sent.

Upon submission, the request is routed to the correct individual for approval. For general education requests, it will be submitted to the Vice Provost designee within Academic Affair’s office. For major and minor substitution requests, it is sent to the chair of that department.
The approver will now have a request in their myNKU Inbox. Once they click on the link, the approver has the opportunity to approve or reject.

If an attachment is made available, the approver can open the document. From here, the approver will also see any notes from the requestor and add their own notes. After review, the approver can decide to approve or reject the request. This process will trigger an email that is sent to the student and the requestor updating them of the status. Be aware any notes added to the request will be included in the email to the student and requestor.

The substitution information will then show up within the degree audit, noting the substitution with an asterisk next to the course.