

DEGREE AUDIT – SUBSTITUTION REQUEST

OVERVIEW

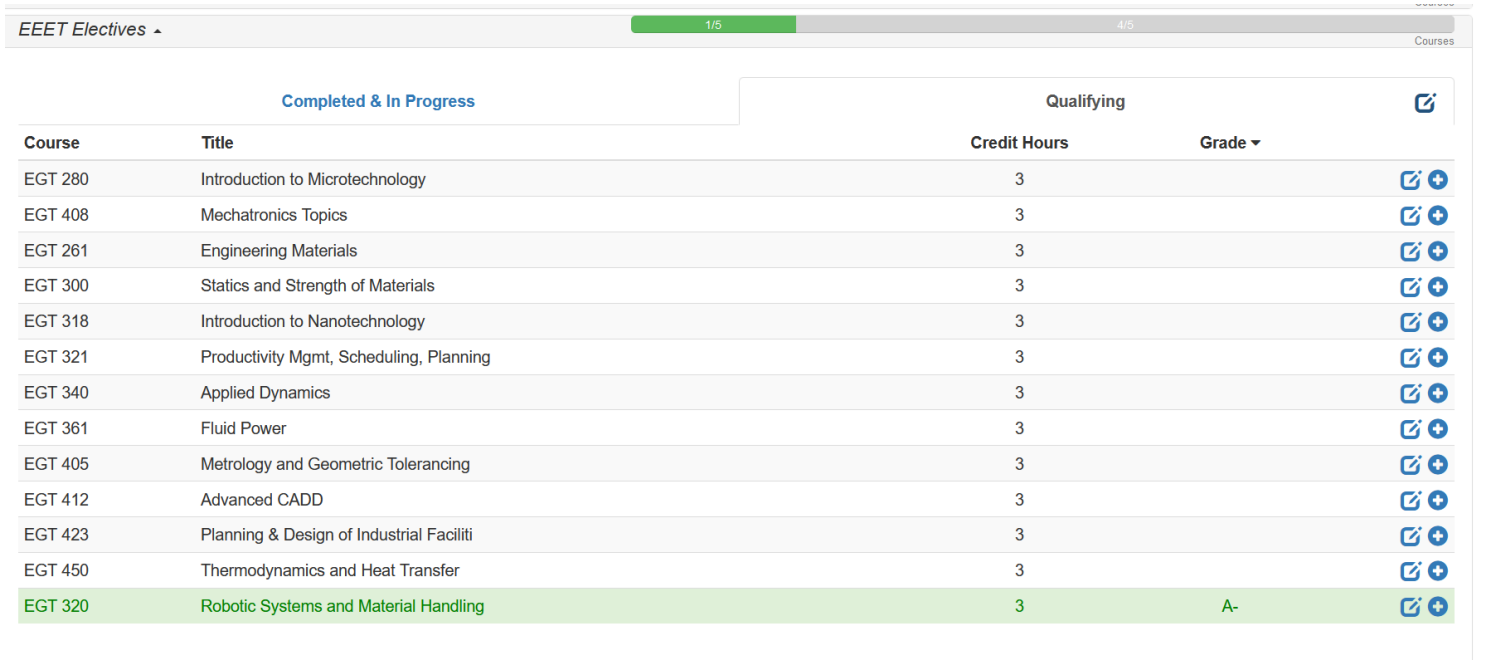
A course substitution is when a course that has been completed, or transferred into NKU, may be different than the required courses within the program curriculum. The degree audit provides a quick and easy way to submit a course substitution request directly within the degree audit.



























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.



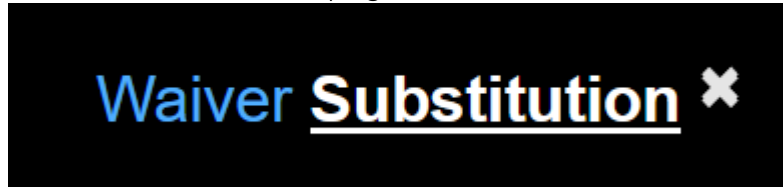
Completed & In Progress		Qualifying		
Course	Title	Credit Hours	Grade	
EGT 280	Introduction to Microtechnology	3		 
EGT 408	Mechatronics Topics	3		 
EGT 261	Engineering Materials	3		 
EGT 300	Statics and Strength of Materials	3		 
EGT 318	Introduction to Nanotechnology	3		 
EGT 321	Productivity Mgmt, Scheduling, Planning	3		 
EGT 340	Applied Dynamics	3		 
EGT 361	Fluid Power	3		 
EGT 405	Metrology and Geometric Tolerancing	3		 
EGT 412	Advanced CADD	3		 
EGT 423	Planning & Design of Industrial Faciliti	3		 
EGT 450	Thermodynamics and Heat Transfer	3		 
EGT 320	Robotic Systems and Material Handling	3	A-	 

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.

Please take notice in the top right-hand corner that the choice defaults to Substitution as indicated by the underline.



Request Course Substitution X

Select a Course

Filter

CHE 130 Spring 2021-2022 Chemistry: An Engineering Approach-NS	CHE 130L Spring 2021-2022 Chemistry: An Engineering Approach Lab SL	ECO 200 Fall 2022-2023 Principles of Macroeconomics - SB
EGT 161 Fall 2021-2022 DC Circuit Analysis	EGT 212 Spring 2021-2022 Computer-Aided Drafting and Design	EGT 243 Fall 2022-2023 AC Circuit Analysis

Requirement

EEET Electives

Selected Course

Fall 2022-2023 - ECO 200 - Principles of Macroeconomics - SB

Credit Hours: 3 **Grade:** A
ID: 8A4D10F9030B1EDD88E565DE15EB003F

Syllabus or other attachment

Choose a file...

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

Send Substitution Request

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 to 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

Request Course Substitution ✕

Select a Course

Filter

<p>CHE 130 Spring 2021-2022 Chemistry: An Engineering Approach-NS</p>	<p>CHE 130L Spring 2021-2022 Chemistry:An Engineering Approach Lab SL</p>	<p>ECO 200 Fall 2022-2023 Principles of Macroeconomics - SB</p>
<p>EGT 161 Fall 2021-2022 DC Circuit Analysis</p>	<p>EGT 212 Spring 2021-2022 Computer-Aided Drafting and Design</p>	<p>EGT 243 Fall 2022-2023 AC Circuit Analysis</p>

Requirement

EEET Electives

Selected Course

Fall 2022-2023 - ECO 200 - Principles of Macroeconomics - SB

Credit Hours: 3 Grade: A

ID: 8A4D10F9030B1EDD88E565DE15EB003F

Syllabus or other attachment

Choose a file...

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

Send Substitution Request

Example B

Request Course Substitution ✕

Select a Course

Filter

CHE 130 Spring 2021-2022 Chemistry: An Engineering Approach-NS	CHE 130L Spring 2021-2022 Chemistry:An Engineering Approach Lab SL	ECO 200 Fall 2022-2023 Principles of Macroeconomics - SB
EGT 161 Fall 2021-2022 DC Circuit Analysis	EGT 212 Spring 2021-2022 Computer-Aided Drafting and Design	EGT 243 Fall 2022-2023 AC Circuit Analysis

Requirement

EEET Electives

Selected Course

Fall 2022-2023 - EGT 243 - AC Circuit Analysis
Credit Hours: 3 Grade: A
ID: 4EEEE5EF120A1EDCADCF991236C8C027

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

Request Course Substitution ✕

Select a Course

CHE 130 Spring 2021-2022 Chemistry: An Engineering Approach-NS	CHE 130L Spring 2021-2022 Chemistry:An Engineering Approach Lab SL	ECO 200 Fall 2022-2023 Principles of Macroeconomics - SB
EGT 161 Fall 2021-2022 DC Circuit Analysis	EGT 212 Spring 2021-2022 Computer-Aided Drafting and Design	EGT 243 Fall 2022-2023 AC Circuit Analysis

Requirement

EEET Electives

Selected Course

Fall 2022-2023 - EGT 243 - AC Circuit Analysis
Credit Hours: 3 Grade: A
ID: 4EEEE5EF120A1EDCADCF991236C8C027

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 share request so that EGT 243 will fulfill both the EEET Coure Courses and EEET Electives|

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 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.

Major : Middle Grades Education Pre-Major

CMST101	↕	Public Speaking - OC	Spring 2019-2020	3	A
DAW-MATH	↕	Degree Audit Waiver Math	Spring 2019-2020	0	A
DAW-MATH	↕	Degree Audit Waiver Math	Spring 2019-2020	0	C
EDS 360	↕	Students with Exceptionalities in School	Spring 2019-2020	3	A
EDU 100T	↕	Elective Transfer Credit	Fall 2020-2021	1	A
EDU 300	↕	Human Growth and Development	Fall 2020-2021	3	B+
EDU 300T	↕	Elective Transfer Credit	Spring 2019-2020	3	B
EDU 300T	↕	Elective Transfer Credit	Fall 2020-2021	3	A-
EDU 300T	↕	Elective Transfer Credit	Fall 2020-2021	3	A

Request Course Substitution ✕

Select a Course

Filter

EDU 100T
Fall 2020-2021
Elective Transfer Credit

EDU 300
Fall 2020-2021
Human Growth and Development

EDU 300T
Spring 2019-2020
Elective Transfer Credit

EDU 300T
Fall 2020-2021
Elective Transfer Credit

EDU 300T
Fall 2020-2021
Elective Transfer Credit

EDU 305
Spring 2019-2020
Introduction to Education

Requirement
Pre-Admission Courses

Selected Course
Spring 2019-2020 - EDU 300T - Elective Transfer Credit
Credit Hours: 3 Grade: B
ID: 8A4D10F9030B1EDB809D2E5638FEC038

Syllabus or other attachment
Choose a file...

Notes
EDU 300T - Elective Transfer Credit (Spring 2019-2020 grade: B) will be substituted for EDU 304 - Reading & Writing Across Curric.Mid Grad.
Chosing only the spring 2020 instance of the EDU 300T to fulfill the degree audit.

Send Substitution Request

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.

Request Course Substitution*

Success: Course Substitution request #600002719 has been sent.

Requirement Business Administration Minor	Selected Course ANT 100 - Cultural Anthropology - SB
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Syllabus or other attachment

Notes

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 Affairs's office. For major and minor substitution requests, it is sent to the chair of that department.

GPS course substitution

Student: [REDACTED]
Has requested to substitute course STA 212 Stats for Business Applications I - QR for the requirements listed below.

Rule Module	Substitution Type
Business Administration Minor	Allow

Attachments
 No file selected.

Comments (120 max. characters)

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.