

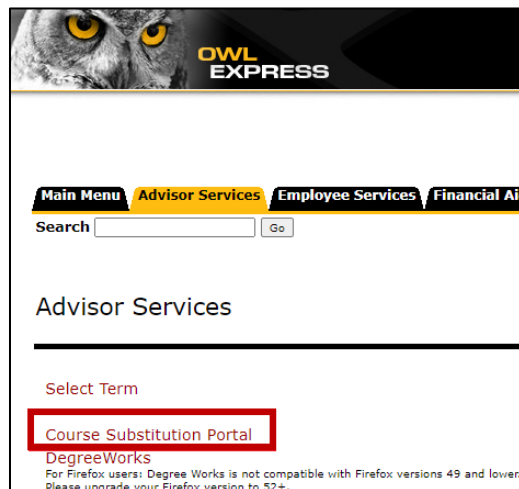
How to Submit a Course Substitution Request

Prerequisite: All Advisors/Department Chairs/Requesters will need to submit a [Course Substitution Request Access Form](#) to obtain approval from the Registrar's office prior to accessing the portal. Once the Registrar has approved your access, you will receive an email confirming your user account along with a link to the user guide.

Note: This guide is intended for Advisors and Departments.

Note: You must be connected to **Global Protect vpn-groups** to access the portal. [Click for Global Protect/KSU VPN instructions.](#)

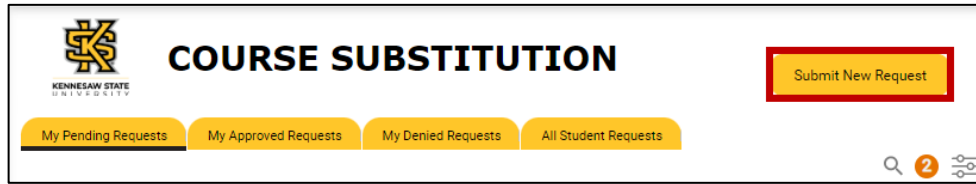
1. Log in to owlexpress.kennesaw.edu.
2. Click the **Advisor Services** tab.
3. Click the **Course Substitution Portal** link.



4. Log in with Duo Authentication.
5. The course substitution portal will launch.
[Click to learn how to navigate the course substitution portal.](#)

Note: You can work with multiple Course Substitution browser tabs open at once.

- On the left menu, click **Advisor Dashboard** or **Department Dashboard**.
- On your dashboard, click **Submit New Request**.



- The **Course Substitution Form** will load. Enter the student's KSU ID number and click **Search**.

KSU ID: ⓘ

Note: If you enter the wrong student ID number, you can re-enter the number and click Search. The system will take a moment to refresh with the new student data.

Note: Click the information symbol for guidelines.

- The form will load the student information.

Course Substitution Form

KSU ID: ⓘ

Major / Certificate: ⓘ

Name	KSU ID	Major / Certificate	Petition To Graduate	Student Attribute
		Human Services	N/A	DOWL

Subject	Course#	Course Title	Credit	Grade	=	Subject	Course#	KSU Course Title	Credit	KSU Grade	Key	School
▼ School: Columbus State University [School] (2 items)												
ENGL	1101	English Composition I	3	B	=	ENGL	1101	Composition I	3	B	4202236	Columbus
ENGL	1102	English Composition II	3	A	=	ENGL	1102	Composition II	3	A	4202237	Columbus
▼ School: Georgia Southern University [School] (12 items)												
BIOL	1107	Principles of Biology I	3	A	=	BIOL	1107	Biological Principles I	3	A	4246723	Georgia S
BIOL	1107L	Principles of Biology I Lab	1	B	=	BIOL	1107L	Biological Principles I Lab	1	B	4246724	Georgia S
BIOL	1108	Principles of Biology II	3	B	=	BIOL	1108	Biological Principles II	3	B	4246729	Georgia S
BIOL	1108L	Principles of Biology II Lab	1	A	=	BIOL	1108L	Biological Principles II Lab	1	A	4246730	Georgia S
FYE	1220	First-Year Seminar	2	A	=	ELEC	1T00	FYS:	2	A	4246725	Georgia S
HIST	1112	Wrld Hist II-Emerg Mod Glb Com	3	B	=	HIST	1112	Modern World History	3	B	4246726	Georgia S
KINS	1525	Concepts of Hpe (Aerobics)	2	A	=	HPE	1T00	Concepts H&PE	2	A	4246731	Georgia S
MATH	1111	College Algebra	3	A	=	MATH	1111	College Algebra	3	A	4246727	Georgia S
POLS	1101	American Government	3	A	=	POLS	1101	American Government	3	A	4246732	Georgia S
SOCI	1101	Intro to Sociology	3	C	=	SOCI	1101	Introduction to Sociology	3	C	4246728	Georgia S
THEA	1100	Theatre Appreciation	3	A	=	TPS	1107	Arts in Society:Theatre & Perf	3	A	4246733	Georgia S
WGSS	2200	Gender in Global Contexts	3	A	=	GWST	2050	Global Perspectives on Gender	3	A	4246734	Georgia S

Term	CRN#	Subject	Course	Course Title	Credit	Grade	Key	School
▼ School: Kennesaw State University [School] (15 items)								

- After entering the KSU ID number, the Major/Certificate field will populate. If the student has multiple Majors/Certificates, please select the one which applies to the request.

- b. Displays the Student Name, KSUID, Major and Petition to Graduate for the KSUID entered.
- c. Displays a detailed list of Transferred In Courses by Institution including the Subject, Course#, Course Title, Credit, Grade, and corresponding KSU course(s).
- d. Displays a detailed list of completed or registered for KSU courses including Term, CRN#, Subject, Course, Course Title, Credit and Grade received.

10. Validate the **Major/Certificate** field. If the student has multiple majors/certificates, use the dropdown menu to select the one that applies to the request.

The screenshot shows a search form with two rows. The first row is labeled 'KSUID:' and contains a text input field, a yellow 'Search' button, and an information icon (i). The second row is labeled 'Major / Certificate:' and contains a dropdown menu with 'Human Services' selected, a close button (X), and a dropdown arrow.

11. Scroll down and click **Add** to add a new course to substitute (transaction). After clicking Add, the course transaction fields will load. You can add multiple transactions.

The screenshot shows a table of courses and a form below it. The table has columns for Course ID, CRN, Subject, Course#, Course Title, Credit, Grade, CRN#, and Institution. Below the table is a section titled 'Courses to Substitute' with a link '(Link to Course Description Search)', a 'Remove' button, and an 'Add' button. The form below has fields for 'Option', 'Substitute', 'KSU Requirement / Course', 'Course Description', and 'Rationale/Comments..'. The 'Add' button is highlighted with a red box.

202108	81893	SOCI	3304	Social Organization	3	A	9547755	Kennesaw
202108	81872	SOCI	3334	Religion and Society	3	I	9547043	Kennesaw
202108	82174	STAT	3120	Statistical Methods I	3	W	9180888	Kennesaw

12. Complete the **fields** for the course request.

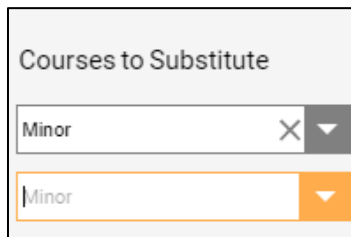
Note: Substitutions requiring approval on an individual basis will display course to course. Other options allow multiple approvals into a specified degree area; e.g. Related Studies option will allow up to 7 entries toward that area.

The screenshot shows the same 'Courses to Substitute' form as in the previous image, but with red circles containing letters a through h pointing to specific fields: 'a' on the 'Option' dropdown, 'b' on the 'Substitute' dropdown, 'c' on the 'KSU Requirement / Course' dropdown, 'd' on the 'Course Description' field, 'e' on the 'Rationale/Comments..' field, 'f' on the blue icon, 'g' on the 'Remove' button, and 'h' on the 'Add' button.

- a. **Option:** From the Options dropdown, select the appropriate Option. The Option is used to identify the specific degree area of the proposed substitution or to request a review of the transfer equivalency for a course.

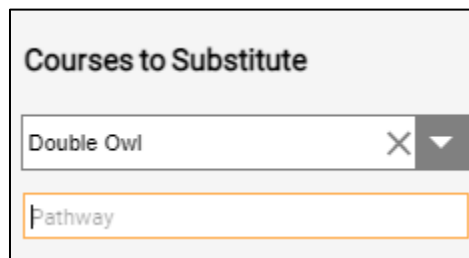
Note: Always use the Transfer Equivalency Review option to recommend to the Department Chair and Registrar a change of the Banner transfer database. Changes to the transfer database will update the articulation of credit on a permanent basis.

Note: If you choose **Minor** from the Option drop down list, a new field will appear to select the Minor for the course substitution request.



The screenshot shows a form titled "Courses to Substitute". It features a dropdown menu with "Minor" selected. Below this menu is a new input field, also labeled "Minor", which is highlighted with an orange border, indicating it is active or required.

Note: If you choose **Double Owl** from the Option dropdown list, a new field will appear to describe the **Pathway**.



The screenshot shows a form titled "Courses to Substitute". It features a dropdown menu with "Double Owl" selected. Below this menu is a new input field labeled "Pathway", which is highlighted with an orange border, indicating it is active or required.

- b. **Substitute:** Provides a list of courses from the student’s academic history and/or transfer courses. From the dropdown menu, select the course you are substituting.

Note: For 2-for-1 substitution, select the two courses from the substitute dropdown menu, and select one course for the KSU requirement/course dropdown menu.

Note: In the rare instance a 1-for-2 substitution is needed, submit two separate requests, and add comments referencing both.

Courses to Substitute		(Link to Course Description Search)
Substitute	INTS-2290-Integrative Special Topics	X
200001-SCI-1101-Interdiscip. Sci: Basic Prins-C		
200001-EDUC-4490-Indep Study Ed Psy-A		

- c. **KSU Requirement/Course:** This field provides a list of KSU courses to which the substitution could be applied. In the dropdown menu, select a KSU course.
- d. **Course description:** The description is generally optional, but it is **required** if you are submitting a *Transfer Equivalency Review* request. Use the **Link to Course Description Search** (Transfer Evaluation System - TES) to copy and paste the course description. TES requires a sign-in for usage. To request TES access, email registrar@kennesaw.edu and include your first and last name, KSU email address, title and department.

[\(Link to Course Description Search\)](#)

- e. **Rationale/Comments (required):** Write a rationale for the substitution request.
- f. **Attachments:** Add attachments (i.e., syllabus) to the request.
- g. **Remove:** Click into the course substitution request you want to remove and click Remove.
- h. **Add:** Click to add another course substitution request.

13. Click the **Submit** button to continue.

14. The Course Substitution Request Summary page appears. For each request, the *Substitute This Course* information will be displayed first, and directly below it, the *For Kennesaw State University Course* information will be displayed. Review the information and any attachments and click **Confirm** to continue processing; click **Back** to make changes before submitting; click **Cancel** to exit the screen.

Course Substitution - Request Summary

Major / Certificate: Human Services

Name	KSU ID	Major	Petition To Graduate	Student Attribute
		Human Services	N/A	DOWL

Course Substitution Requests:

Substitute This Course:

Course Type	School	Subject	Course#	Course Title	Credit	Grade	=	Term	Subject	Course#	KSU Course Title	Credit	KSU Grade	Key
Transferred	Georgia Southern University	HIST	1112	Wild Hist II-Emerg Mod Glb Com	3	B	=	201908	HIST	1112	Modern World History	3	B	4246726

For Kennesaw State University Course: Option: Double Owl Pathway: pathway

Substitute for Subject: AADS Substitute for Course #: 1102 Substitute for Course: Issues in African Diaspora Stu

Course Description: Rationale/Comments: fgfg Attachment(s): No files to download

Cancel Back **Confirm**

15. Click **Confirm**.

16. A confirmation message will display. Click **OK**.

17. Once your request has been submitted, a Transaction# will be assigned, and you will be returned to the dashboard. Refresh the page, and you will see your submitted request(s) listed in **My Pending Requests** with a Transaction# (#####). The student will receive a confirmation email stating the course substitution request has been submitted.

Note: If you realize you just submitted a request with errors, you can cancel or correct the request if the department has not approved the request (see How to Edit or Cancel a Request section below).

Note: There will be two rows with the same transaction number for a 2 for 1 request:

COURSE SUBSTITUTION

Submit New Request

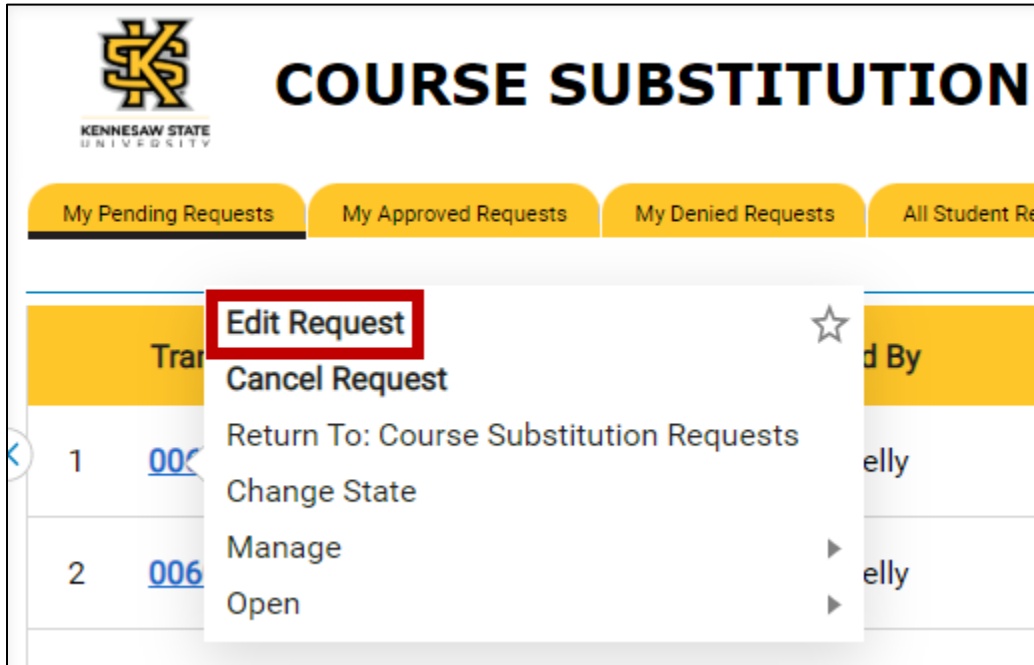
My Pending Requests My Approved Requests My Denied Requests All Student Requests

Transaction#	Date ↓	Requested By	Requested For	KSU ID	PTG
1	7/5/2022			000232862	N/A
2	7/5/2022			000232862	N/A

How to Edit or Cancel a Request

Edit a request:

1. Right click the request transaction number located on your dashboard and select **Edit Request**.



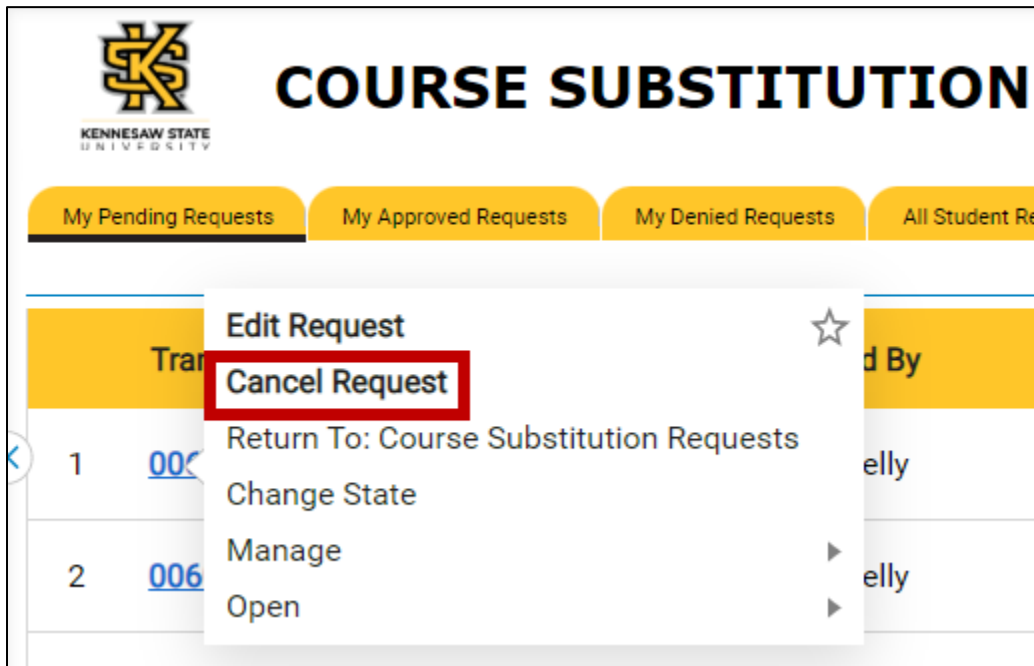
2. Once the Request displays, make the necessary edits.
3. In the **Comments/Reason for editing your request** field, enter the reason for the edit.

Comments/Reason for editing your request:	<input type="text"/>	Cancel Request	Submit
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4. Click **Submit**.
5. Click **Confirm**.

Cancel a request:

1. Right click the Transaction# located on your dashboard and select **Cancel Request**.



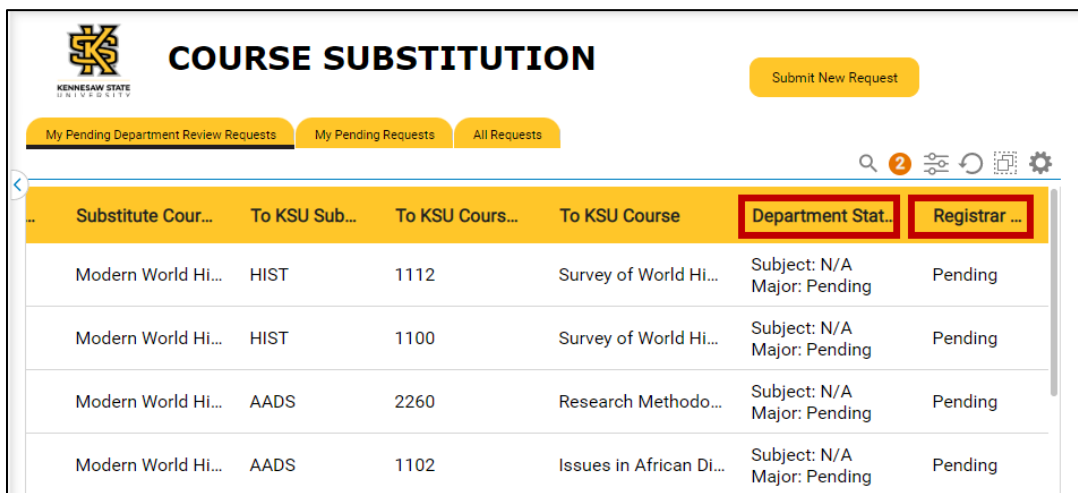
2. In **Comments**, enter the reason for the cancellation.
3. Click **Confirm Cancellation**. This will change the status to Cancelled and remove the request from the My Pending Requests view.

How to Track a Course Substitution Request

The Course Substitution portal allows you to view your pending requests, approved/denied requests, and all student requests.

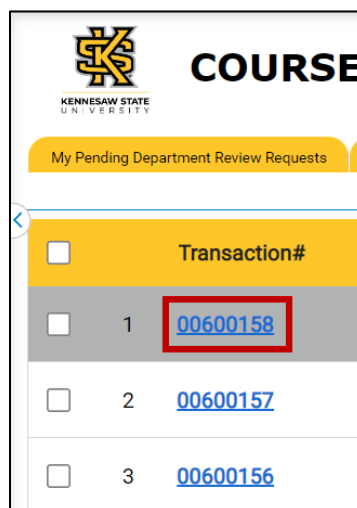
Course Substitution Request Statuses:

1. On the left menu in the course substitution portal, click **Advisor Dashboard** or **Department Dashboard**.
2. Locate your request and review:
 - For a **quick view** of the request approval status, find your request within the applicable view tab and locate the status columns (Department Status: Subject Approver/Major Approver and Registrar Status) to see the approval decision.



Substitute Cour...	To KSU Sub...	To KSU Cours...	To KSU Course	Department Stat..	Registrar ...
Modern World Hi...	HIST	1112	Survey of World Hi...	Subject: N/A Major: Pending	Pending
Modern World Hi...	HIST	1100	Survey of World Hi...	Subject: N/A Major: Pending	Pending
Modern World Hi...	AADS	2260	Research Methodo...	Subject: N/A Major: Pending	Pending
Modern World Hi...	AADS	1102	Issues in African Di...	Subject: N/A Major: Pending	Pending

- For a **detailed view** of the request, find your request and click the Transaction# to view request details and review a request record.



Transaction#
<input type="checkbox"/> 1 00600158
<input type="checkbox"/> 2 00600157
<input type="checkbox"/> 3 00600156

3. After clicking the Transaction#, the Course Substitution Request details page will open:

- a. **Status bar:** View the status of the request as indicated by the circles on the status bar. You may have vacillating statuses if a request is sent back to the department, submitter, or registrar, as the statuses are relative to the request.
- b. **Substitution request Transaction# details:** This area displays the request information entered by the Requester. View the course substitution(s), submission details, Course Description, Rationale/Comments, Status, and Attachments.
- c. **Approver Status:** Shows the Subject, Major, Ad Hoc, and Registrar statuses.
- d. **Request Activity:** View the status, relative comments, and future stages of the request.

Email Notifications

Advisor

You will receive email notifications during the Course Substitution Request in the following scenarios:

- Department sends the request back.
- Registrar approves a request.
- Registrar denies a request.
- Registrar sends the request back.
- Request is automatically denied after 14 days of inactivity.

Department

You will receive email notifications during the Course Substitution Request in the following scenarios:

- Registrar sends the request back to department.
- Registrar overrules department decision.
- Warning about pending status being over 10 days.
- Request is automatically denied after 14 days of inactivity.
- Weekly summary of pending requests (sent on Friday).

Student

The student will receive email notifications during the Course Substitution Request in the following scenarios:

- A new request is submitted.
- Registrar approves the request.
- Registrar denies the request.
- Advisor cancels the request.
- Request is automatically denied after 14 days of inactivity.

Support

For assistance with course substitution related questions, please contact the **Registrar's Office** by email at registrar@kennesaw.edu.

For help with the course substitution portal, please contact the **KSU Service Desk** at service.kennesaw.edu.