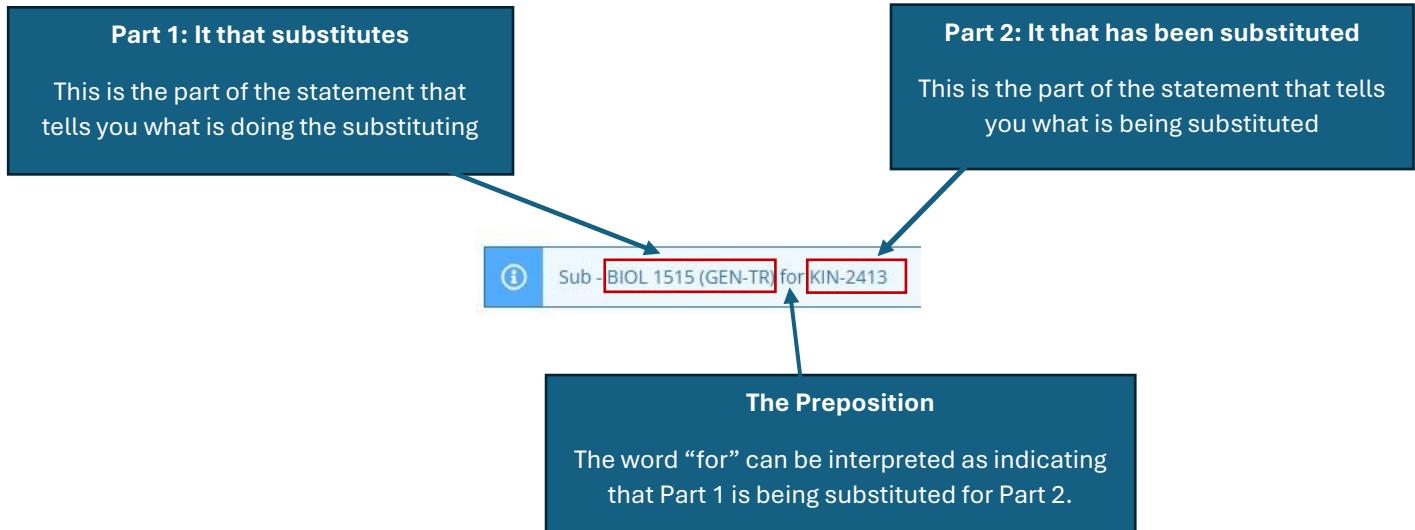


Interpreting Course Substitutions Within Colleague Progress Tab

Students and their advisors can obtain this information within the progress tab in Colleague Self-Service. For *each* requirement block under the progress tab, the substitutions applied to that block will be identified within a blue box. Various examples are shown below. The substitutions become visible after you select “show details” for each requirement block. Please be mindful that messages like the ones below will only include the substitutions for a single requirement block.

How to Read a Substitution Notification in the Progress Tab

Below is an example of a notification from the progress tab indicating that a course substitution has been made. To read this statement correctly it is important to first understand its parts.



How to Determine if the Substitution Involves a Transfer Course?

The key is Part 1 from the diagram above. This is where you look to determine if the substitution involves a transfer course or if the substitution involves only ECU courses. Now let's unpack the different variations in how our Part 1 can appear.

Example 1: Transfer Course w/ECU Equivalency

**Not limited by the policy*



This example shows two different course substitutions. Both substitutions involve a transfer course being substituted for an ECU course. The two substitution statements are separated by a semicolon. The presence of parentheses () tells us we are dealing with a transfer course. The actual transfer course is listed to the left of the parentheses. The information within each parentheses tells us how that transfer course was credited at ECU.

- *Substitution 1:* Transfer course PHIL-1301, which is equivalent to ECU course HUM-2613, is substituting for ECU course PHIL-2023.
- *Substitution 2:* Transfer course ARTS-1301, which is equivalent to ECU course ART-2233, is substituting for ECU course ART-2273.

Example 2: Transfer Course w/out ECU Equivalency (Version 1)

**Not limited by the policy*



In this example the transfer course BIOL-1515 did transfer to ECU, but upon transfer it was not awarded equivalency to an existing ECU course. Rather, BIOL-1515 was accepted as what we call general transfer, which means the credit hours and

grade only count toward Graduate Retention GPA, Cumulative GPA, and the overall 120hrs required for graduation. As a result of the above substitution however, BIOL-1515 is satisfying the same graduation requirements as would have been met if the student completed KIN-2413.

Example 3: Transfer Course w/out ECU Equivalency (Version 2)

**Not limited by the policy*

 Sub - KINE 2050 (KIN-TR) for KIN-3353

In this example the transfer course KINE-2050 did transfer to ECU. It was not awarded equivalency to an existing ECU course. However, the KIN department did approve it for what we call department general transfer. This means the credit hours and grade will count for Graduate Retention GPA, Cumulative GPA, the overall 120 hours and also may count toward any program level credit requirements relevant to a KIN prefix (e.g., KIN major). As a result of the above substitution however, KINE-2050 is satisfying the same graduation requirements as would have been met if the student completed KIN-3353.

Example 4: ECU Course Substituting for Another ECU Course

**Limited by the policy to 9 credits*

 Sub BSEC-3103 for BUSLW-3253

In this example you will notice that Part 1 does not contain parentheses, which means no transfer course is involved. ECU course BSEC-3103 is substituting for BUSLW-3253.