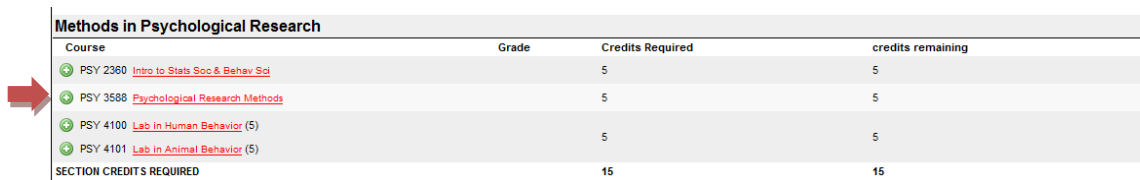


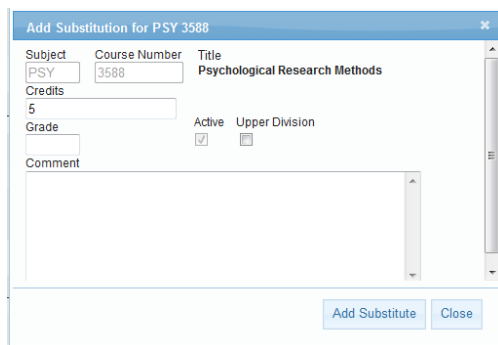
## Approving Substitutions to meet a requirement

There may be situations in which a student has taken a different course, at SPU, to fulfill a requirement. These can be noted in CAPP. In this example, the student is planning to major in Psychology. Let's say this student has taken, and passed (with a C- or better!) SOC 3751. Their faculty advisor would like to use the Sociology Research Methods class to meet the Psychology Research Methods requirement. We will start by clicking on the "plus" sign to the left of the PSY 3588 requirement.



Course	Grade	Credits Required	credits remaining
PSY 2360 <a href="#">Intro to Stats Soc &amp; Behav Sci</a>		5	5
PSY 3588 <a href="#">Psychological Research Methods</a>		5	5
PSY 4100 <a href="#">Lab in Human Behavior (5)</a>		5	5
PSY 4101 <a href="#">Lab in Animal Behavior (5)</a>		5	5
SECTION CREDITS REQUIRED		15	15

A substitution box will appear.



Add Substitution for PSY 3588

Subject	Course Number	Title
PSY	3588	Psychological Research Methods
Credits	5	
Grade	Active <input checked="" type="checkbox"/>	Upper Division <input type="checkbox"/>
Comment		

Add Substitute Close

At this point, it is critical that we very accurately enter the information, as inaccurate information can really mess things up! First, you'll notice that it auto-populates the subject code and course number of the course for which we are going to make the substitution. The credits are there, but if the substitution was a different amount of credits, we'd need to update. Even though it's not, for purposes of this example, let's say that SOC 3751 is 4 credits. We also need to enter the grade that the student received in the course. Because of this, it is important that a substitution is only entered after the course is complete. Also, we must note if the course is upper division, so that CAPP can count them correctly in the credit totals. It is **VERY IMPORTANT** that you only check the "upper division" box if the course they took is upper division! It is asking if the substituted course is upper division, not if the course that is receiving the substitution is upper division. Next, we'll want to put a note about the approval. This note must include information about the course that's being substituted. It's also a good idea to put a note about the approval. Here's what the information looks like now:

**Add Substitution for PSY 3588**

Subject: PSY Course Number: 3588 Title: Psychological Research Methods

Credits: 4

Grade: A- Active:  Upper Division:

Comment: SOC 3751. Dept approved substitution.

Now we simply click “add substitution”. It may take a second, but once CAPP saves the data and refreshes, we’ll notice that the requirement now looks like this:

Methods in Psychological Research				
Course	Grade	Credits Required	credits remaining	
PSY 2360 <a href="#">Intro to Stats Soc &amp; Behav Sci</a>		5	5	
PSY 3588 <a href="#">Psychological Research Methods - Credits: 4 - Substitution - (DONE)</a>	A-	5	1	
PSY 4100 <a href="#">Lab in Human Behavior</a> (5)		5	5	
PSY 4101 <a href="#">Lab in Animal Behavior</a> (5)		5	5	
<b>SECTION CREDITS REQUIRED</b>		<b>15</b>	<b>11</b>	

Notice that the requirement is now green, and listed as “done”. You can see that it lists 4 credits instead of 5. Also, instead of a check mark for completion, there is an asterisk. The asterisk directs us to the bottom of the page to see notes.

**Substitutions/General Comments**

Major Group	Subject	Course	Credits	Grade	UD	Comment	User	Remove
Methods in Psychological Research	PSY	3588	4	A-	Y	SOC 3751. Dept approved substitution.	Serena Severance	

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The note lists all the relevant information, including the username of who entered the substitution.

If you entered the substitution in error, or need to make a correction, it is easy to remove by clicking the red “minus” sign to the right of the substitution.

**Substitutions/General Comments**

Major Group	Subject	Course	Credits	Grade	UD	Comment	User	Remove
Methods in Psychological Research	PSY	3588	4	A-	Y	SOC 3751. Dept approved substitution.	Serena Severance	

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