

Submitting Sub/Waivers in Degree Audit

To create or view a sub/waiver, go to **Student Profile** and select **Degree Audit**.

If a student has more than one degree, a drop-down arrow appears in the **Degree** field. Use the **arrow** to select the degree (or academic certificate) the sub/waiver applies to.

If there is no drop-down, the student only has one degree.

- GPA Calculator
- Sub/Waivers**
- Notes

Click the 3-dot menu above the degree. Select **Sub/Waivers**. A pop-up opens. Click the **ADD A NEW SUB/WAIVER** button.

ADD A NEW SUB/WAIVER

Enter your request, beginning with the college abbreviation and following the formatting below.

Avoid quotation marks, they may cause errors.

Click **Save Sub/Waiver**. A green notification indicates the save was successful.

Sub/waiver added

Once saved, the request cannot be modified. To change a sub/waiver, submit a new request.

Note: Already-applied sub/waivers are not enforced after a **major** or **catalog year** change. For this reason, when a change of major is requested, wait to enter sub/waivers until after the change is granted.

Formatting

Each request has up to 5 parts:

- Approving College Abbreviation-Major/Minor/Certificate-Action,Details (optional)- Your Name
- COGS-NaturalResources-Req Waived: Foreign Language, Joe is bilingual. – A. Vandal
- CALS-AgComRiskMgmtAC-Sub AGEC468 with: AGEC 404 ST: Grain Merchandising – J. Advisor
- CBE-MktgMinor-Marketing Elective: MKTG 499: Pricing of Wood Composite – P. Marks

College abbreviations:
CAA, CALS, CBE, CLASS, CNR, COGS, EHHS, ENGR, SCI

Action	Use	Examples
Add new course to an area/requirement	[Area]: [New Course]	Advisor Approved Elective: PHIL 209 300-Level Studio Courses: ART 404
Substitute one course for another	Sub [Old] with: [New]	Sub ACCT 482 with: ACCT 385 Sub AVS 371 with: BIOL 120
Remove a required course or instances of a course	Waive: [Existing Course]	Waive: ARCH 427 Waive: 4 classes of ECE 591
Waive a requirement	Req Waived: [Area/Req]	Req Waived: Foreign Language Req Waived: MINGPA 2.5
Change credits	Waive: x credits of [Area/Course] Allow: x credits from [Area/Course]	Waive: 3 cr of Technical Electives Allow: 12 cr from Study Abroad
Acknowledge work completed	Completed: [Area/Course], [when]	Completed: Approved Work Experience Completed: International Experience, Fall 2019

Approving Sub/Waivers in Degree Audit



AUDITS

PLANS

ADMIN

Access **Exception Management** by clicking the **ADMIN** link at the top of **ANY** Degree Audit.

EXCEPTION MANAGEMENT

The **Awaiting Approval** tab opens by default. The full list of sub/waivers is visible, with the details truncated.

CAUTION: This list includes *every* active petition in Banner. Please limit your approvals to your college.

Exception Management

Manage Sub/waivers

Sort the list by Description. Each petition should be prefaced by the appropriate college's abbreviation.

Description ↓
Sort on Description

Awaiting Approval Rejected Sub/waivers Applied Sub/waivers

Sub/waivers Awaiting Approval

REJECT APPROVE

<input type="checkbox"/>	ID	Name	Created by	Description	Created on ↑	
<input type="checkbox"/>	V00000000	Steptoe, Jane P.	Vandal, Joseph A.	CNR-Fire Ecology & Mgmt: Advisor Approved ...	06/04/2020	↓
<input type="checkbox"/>	V00000000	Kamiak, LaVon	Vandal, Joseph A.	EHHS-Art Teaching Major: 300 Level Art Studi...	06/04/2020	↓
<input type="checkbox"/>	V00000000	Latah, Kaliel	Vandal, Joseph A.	CLASS-French Minor: Waive STAMP Exit Exam	06/04/2020	↓

Rather than use the check boxes to select which petitions to approve or reject, click the **down arrow** to open a petition. The petition window allows you to add a brief note before choosing **Reject** or **Approve**.

CNR-Fire Ecology & Mgmt: Advisor Approved
Elective: NS 202 Seapower & Maritime Affr 3 credits 06/04/2020

My Comments

REJECT APPROVE

Not ready to approve or reject? Erase any comments and use the **up arrow** to close the window to postpone.

Avoid using quotation marks.
These may cause errors on the student's record.

Approved (or rejected) sub/waivers leave the Awaiting Approval page. Once the Registrar's Office applies a sub/waiver it will show up in the **Applied Sub/waivers** tab and in the student's degree audit.

Awaiting Approval Rejected Sub/waivers Applied Sub/waivers

- Last week
- Last 30 days
- Last 6 months
- Last year
- Show all

The remaining **Exception Management** tabs show applied or rejected petitions.
Limit the data returned by selecting **Last week** or **Last 30 days** from the drop-down menu.