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.

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

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

- **Avoid quotation marks, they may cause errors.**

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**

**Examples**

- **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

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

The screen shows an Exception Management section with a table of sub/waivers. Each row contains a petition with details such as ID, Name, Created by, Description, and Created on. There are options to approve or reject each petition.

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.

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.