Submitting Sub/Waiver Petitions in Degree Audit

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

The screen opens on the Audit tab. Cultivate the habit of checking the Degree drop-down menu for multiple entries before selecting the degree or academic certificate the petition applies to. Click the Sub/Waivers tab.

Select Add Sub/Waiver. An empty field opens. Enter your request. Avoid quotation marks.

Each request has up to 5 parts:

- Approving College Abbreviation-Major/Minor/Certificate-
- Petition,
- Details (optional)-
- Your Name

Click Submit Sub/Waiver to save the request.

For clarity, please use this petition format.

<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>

Petitions cannot be modified. To change a sub/waiver request, submit a new petition. When a change of major is requested, wait to enter sub/waivers until the change is complete.
Access Exception Management by clicking the link at the top of ANY Degree Audit.

Select Manage Sub/Waivers Awaiting Approval to view the full list.

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

Each petition should be prefaced by the appropriate college’s abbreviation. This list **cannot** be sorted.

Rather than use the radio buttons to select which petitions to approve or reject, click the **Edit** icon to open a petition. The petition window allows you to add a brief note.

Avoid using quotation marks. A student’s record was broken by double quotes entered in the comment field.

Not ready to approve or deny? Choose **Cancel** to postpone.

The Exception Management menu also shows petitions that have been applied or rejected. Limit the data returned by selecting Last week or Last 30 days from the drop-down menu.