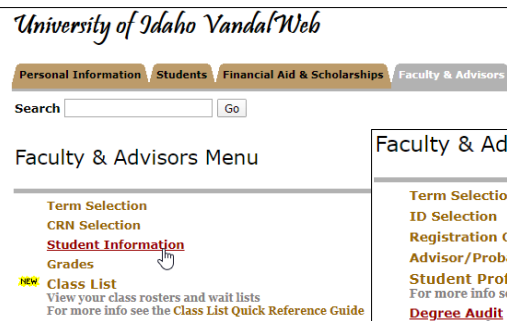
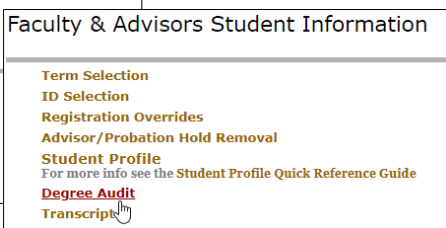


# Submitting Sub/Waiver Petitions in Degree Audit



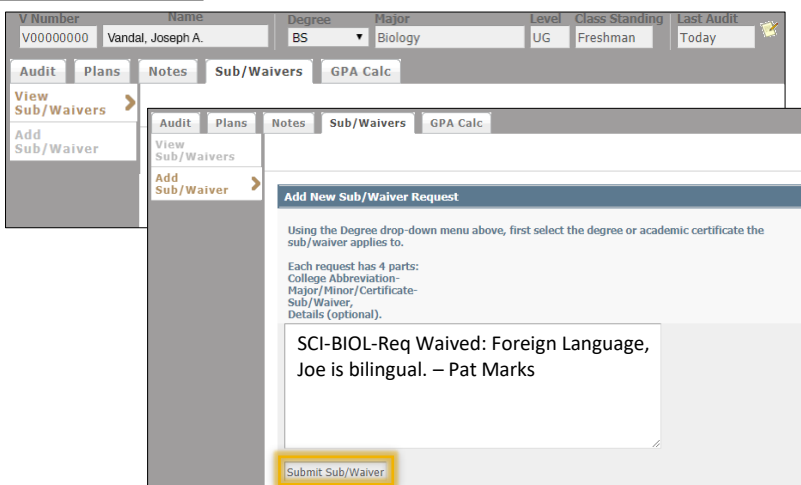
To access sub/waivers, select a term, choose **Student Information**, then **Degree Audit**. You will be prompted for a Student ID.



The screen opens on the **Audit** tab.

Using the **Degree** drop-down menu, select the **degree or academic certificate** the petition applies to.

Click on **Sub/Waivers** to view its menu.



Select **Add Sub/Waiver**.

An empty field opens. Enter your request.

Click **Submit Sub/Waiver** to save the request.

Each request has up to 5 parts:

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

Examples:

COGS-NaturalResources-Req Waived: Foreign Language, Joe is bilingual. - Athena Vandal

CALS-AgComRiskMgmtAC-Sub AGE468 with: AGE404 ST: Grain Merchandising – Joe Advisor

CBE-MktgMinor-Marketing Elective: MKTG 499: Pricing of Wood Composite – Pat Marks

For clarity, please use this petition format.

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

Petitions cannot be modified. To change a sub/waiver request you must submit a new petition.

# Approving Sub/Waiver Petitions in Degree Audit

Access **Exception Management** by clicking the center tab at the top of Degree Audit.

VandalWeb	Transcript	<b>Exception Management</b>	Print	Log Out		
V Number	Name	Degree	Major	Level	Class Standing	Last Audit
V00000000	Vandal, Joseph A.	BSPiSc	Crop Science	UG	Junior	01/29/2020
Audit	Plans	Notes	Sub/Waivers	GPA Calc		

## Exception Management Services

- Manage Sub/Waivers Awaiting Approval
- Manage Sub/Waivers Awaiting Approval**
- View Sub/Waivers Applied as Exceptions
- View Rejected Sub/Waivers

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.

VandalWeb	Main	Print	Log Out				
Exception Management Services							
Manage Sub/Waivers Awaiting Approval	Load						
<b>Petitions Waiting Approval</b> <span style="float:right">Refresh</span>							
Approve	Reject	Comments	Description	Id	Name	Advisor	Create Date
<input type="radio"/>	<input type="radio"/>		CLASS-ENGL-Allow: 12 cr from Study Abroad	V00000000	Stepoe, Malia J.	Smith, Athena	04/03/2020
<input type="radio"/>	<input type="radio"/>		CAA-ART-Waive: BIOL 115	V00000000	Palouse, Josiah	Smith, Athena	04/03/2020
<input type="radio"/>	<input type="radio"/>		SCI-GEOL-Sub GEO 101 with: GEO 111	V00000000	Greene, Kelly	Vandal, Jane	05/01/2020
<input type="radio"/>	<input type="radio"/>		ENGR-CE-Sub ENGR 102 with: CE 115	V00000000	Vandal, Josie	Vandal, Jane	05/01/2020
<input type="radio"/>	<input type="radio"/>		CALS-AVS-Waive: 1 cr Foreign Language	V00000000	Vandal, Joseph A.	Vandal, Jane	05/01/2020
<input type="radio"/>	<input type="radio"/>		CALS-AVS-Waive: 2 cr in Technical Electives	V00000000	Vandal, Joseph A.	Vandal, Jane	05/01/2020
				Save Changes	Reset		

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, whether you **Approve** or **Reject** the petition. Choose **Cancel** to postpone the decision.

<b>Process Petition Awaiting Approval</b>			
Student	Vandal, Jane	Advisor	Vandal, Jane
ID	V00000000	Create Date	05/14/2020
Request	CALS-AVS-Sub AVS 371 with: BIOL 120		
My comments	<input type="text"/>		
Approve	Reject	Cancel	

The menu also shows petitions that have been applied or rejected.

Exception Management Services	Load				
View Sub/Waivers Applied as Exceptions					
<b>Petitions Applied as Exceptions - since 05/02/2019</b> <span style="float:right">Search Again</span>					
Description	Id	Name	Advisor	Create Date	
SCI-BIOL-Waive: BIOL 115	V00000000	Vandal, Dave	Smith, Athena	04/03/2020	
				Check All	Reset

Exception Management Services	Load				
View Rejected Sub/Waivers					
<b>Rejected Petitions - since 05/02/2019</b> <span style="float:right">Search Again</span>					
Description	Id	Name	Advisor	Create Date	
CALS-AVS-Sub AVS 371 with: BIOL 120	V00000000	Vandal, Joseph A.	Smith, Athena	04/03/2020	
				Check All	Reset