

The University of Texas Rio Grande Valley™

PETITION FOR DEGREE REQUIREMENTS

Guidelines and Instructions

DEGREE AUDIT SYSTEMS AND SUPPORT

DIVISION OF STRATEGIC ENROLLMENT AND STUDENT AFFAIRS

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Petition for Degree Requirements Guidelines & Instructions

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Petition for Degree Requirements Guidelines & Instructions

Petitioning Degree Requirements Policy

Petitions are requests to modify degree requirements. Petitions are rare and should only occur under exceptional circumstances. Students may petition the University's general bachelor's degree requirements, major or minor requirements, or core curriculum requirements. Students seeking modifications to degree requirements must submit an online course substitution or waiver form, initiated by the student with the help of an academic advisor.

Petitioning a General Bachelor's Degree Requirement

Petitions to modifications of general bachelor's requirements are the rarest and only be submitted when the student has a strong rationale and can provide supporting documentation with the request. Petitions related to general bachelor's requirements require approval from the student's major department chair/school director, dean, and Vice Provost for Curriculum and Institutional Assessment.

Petitioning a Core Curriculum Requirement

Petitions to core curriculum requirements, include but are not limited to, grade exceptions, course substitutions, and transfer credit. Petitions to core curriculum requirements require approval from the student's major department chair/school director, the dean of the college, and the Senior Vice Provost for Student Success & Academic Affairs/Dean of the University College or designee.

Petitioning a Major or Minor Requirement

Petitions to major or minor requirements require approval from the department chair/school director and the dean of the college in which the major or minor is housed. Petitions to minor requirements are not approved by the student's major department. Petitions to major or minor requirements managed by the colleges are those that exceed minimum university requirements (e.g., the major requires a 2.5 GPA instead 2.0) and any unique requirement to the official major or minor (e.g., major admission and progression criteria). Petitions may also include requests to substitute required courses with alternate courses. Content of substituted courses must be consistent with approved degree/program requirements. Students should be prepared to provide supporting documentation for these requests, including but not limited to the course syllabus for the class taken and an official course description.

Petitioning a Teacher Education Requirement

Petition to teacher education requirements of degree plans leading to teacher licensure require approval of the dean of the College of Education and P-16 Integration after review by the student's major department and school/college.

Source: Undergraduate Catalog

<https://www.utrgv.edu/academics/catalogs/index.htm>

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Types of Petitions for Degree Requirements

There are 3 types of petitions for degree requirements that can be requested through the Petition for Degree Requirements portal: **Course Substitution**, **General Waiver**, and **Core Waiver**.

1. Course Substitution

- Petition to replace a required course or a group of courses in the degree plan using a course of similar content and learning outcomes.
- Course substitution petitions may be requested in the core curriculum, major, minor, and teacher certification block.
- Petitions in the major are approved by the Department Chair and College Dean of the Major. Petitions in the minor are approved by the Department Chair and College Dean of the Minor. Core Curriculum petitions are approved by the Department Chair and College Dean of the Major and the Senior Vice Provost for Student Success Academic Affairs/Dean of University College. Petitions in the teacher certification block are approved by the Department Chair and Dean of the College of Education and P-16 Integration.

2. General Waiver

- Petition to remove a requirement.
- General waiver petitions may be requested in the major, minor, teacher certification, for degree plan graduation requirements and institutional graduation requirements.
- Non-institutional petitions in the major and degree plan graduation requirement are approved by the Department Chair and College Dean of the Major, petitions in the minor are approved by the Department Chair and College Dean of the Minor, and petitions in the teacher certification are approved by the Department Chair and Dean of the College of Education and P-16 Integration.
- Institutional petitions of institutional graduation requirements are approved by the Department Chair and College Dean of the Major and Vice Provost for Curriculum and Institutional Assessment.

3. Core Waiver

- Institutional petition to remove a requirement in the Core Curriculum. This type of petition is approved by Senior Vice Provost for Student Success & Academic Affairs/Dean of University College.

Types of Requirements by Petition Type

The following list includes the type of requirements by petition type.

Course Substitutions in Major, Minor, and Teacher Certification

- Replace a required course
- Allow a course to fulfill a group of courses

Course Substitutions in Core Curriculum

- Replace a required course in a category
- Allow a course in a core curriculum category

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General Waiver – Not Institutional

- Remove course(s) in the major, minor, teacher certification
- Remove degree plan graduation requirement(s)
- Reduce program advanced credit hours beyond the institutional requirements
- Remove a minimum grade requirement in major, minor, teacher certification
- Remove GPA requirement beyond institutional requirement in major, minor, teacher certification
- Remove concentration in major
- Remove minor in degree plan

General Waiver – Institutional

- Minimum 2.0 institutional GPA of major, minor, overall
- Minimum 42 advanced credit hours overall
- Minimum 30 credit hours in the major
- Minimum 15 advanced credit hours in the major
- Graduation under a specific catalog (expired catalog year)
- Re-Using a Course
- Graduate courses to fulfill undergraduate degree requirements
- Repeated course in degree plan except Core Curriculum

Core Curriculum Waiver

- Minimum core curriculum credit hours
- Minimum grade requirement for core categories 010 and 020
- Repeated Course in Core Curriculum

The following institutional degree requirements may not be considered for petition.

- Waiver of residency (25% of coursework taken in residence)
- Waiver of total number of credit hours required for the degree (120 chrs)
- Waiver of minimum advanced hours for UTRGV degree plans (exceptions may apply)
- Course substitutions of technical courses in lieu of academic courses (exceptions may apply)

Before Submitting a Petition

Before a petition is submitted, please review important details below.

- Confirm that course(s) to be substituted are listed (as required or optional) on the student's degree plan/DegreeWorks
- Confirm that course(s) that will substitute required course(s) are showing on the student's academic record/DegreeWorks
- As evaluated by the faculty on a case-by-case basis or determined through an academic agreement, lower-level courses MAY be substitute for upper-level. Lower-level credit will not count as upper-level credit and appropriate adjustments to the student's degree audit will be made, if appropriate; however, institutional requirement of a minimum of 42 advanced credits must be met. In addition, degree requirement of a minimum of 15 advanced credits in major must also be met.
- As evaluated by the faculty on a case-by-case basis or determined through an academic agreement, upper-level courses MAY be substitute for lower-level. Upper-level courses (3000

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and 4000 level) can substitute lower-level courses (1000 and 2000 level). Upper-level credits will still count towards appropriate advanced credit requirements in the degree plan.

- When the credit hours of the allowed substitution are *less than* the credit hours of the required course, the credit hours will be reduced in the applicable degree audit block in DegreeWorks. The following institutional requirements must still be met:
 - Minimum of 120 chrs for the degree
 - 42 chrs in core curriculum
 - Minimum 30 chrs in major of which at least 15 must be advanced
- A waiver of a course will result on reducing the credit hours in the applicable degree audit block(s) in DegreeWorks. The following institutional requirements must still be met:
 - Minimum of 120 chrs for the degree
 - 42 chrs in core curriculum
 - Minimum 30 chrs in major of which at least 15 must be advanced
- The course substitution process should not be used to request approval of additional courses beyond degree requirements on the degree audit. Specifically, if a block/section on a degree audit has been fulfilled, substitutions will not be allowed.
- A petition may be closed without processing if:
 - Course information included on the petition does not match the student's record and/or degree plan/DegreeWorks.
 - Petition does not clearly indicate the requirement to be waived on the student's degree plan/DegreeWorks.

ATTENTION: Once a petition for degree requirement has been applied to a student's audit and fulfilling degree requirements, it cannot be reversed.

For additional information, please contact the Degree Audit Systems and Support team via email at certification@utrgv.edu.

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Instructions to Submit Petitions by Petition Type (SUBMITTER)

Submitting a Course Substitution

A course substitution is a petition to replace a required course or a group of courses in the degree plan using a course of similar content and learning outcomes.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

The image displays two screenshots of the UTRGV Petition for Degree Requirements portal. The left screenshot shows the login page with the following fields: Username (pre-filled with @utrgv.edu), Password, and a 'Remember me on this computer' checkbox. The right screenshot shows the 'Submit New Request' form with the following fields: Request Type (dropdown menu), Student ID (text input with 'Get Data' button), Student First Name, Student Last Name, Student UTRGV Email, Student Classification (dropdown), Student College (dropdown), Student Major (dropdown), Student Department (dropdown), Student Minor/Concentration (optional) (text input), and Catalog Year (dropdown). A 'Next' button is located at the bottom right of the form.

STEP 2. In the Request Type field select the request type (Course Substitution, General Waiver, or Core Waiver) option in the drop-down menu. See **page 3** for details on the Types of Petitions for Degree Requirements.

This screenshot shows a close-up of the 'Request Type' dropdown menu in the 'Submit New Request' form. The dropdown is open, displaying the following options: '-Select-', '-Select-', Course Substitution, General Waiver, and Core Waiver. The 'Course Substitution' option is highlighted in blue. The rest of the form fields are visible in the background but are not the focus of this screenshot.

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STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields included on the page. The Minor/Concentration field may be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID: **Get Data**

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

Next

STEP 4. Enter the course information that will replace the required course or group of courses on the student's degree plan as well as the required course or group of courses to be replaced.

If more than one course will be used to replace the required course or group of courses on the student's degree plan, then click on the **+ Add extra course** and add additional course information.

On the **course type** field in the UTRGV Course to be Substituted box, select **Major, Core, or Minor**. A justification for the substitution must be included and be limited to 500 characters.

Note on Course Substitution Type and Workflow

- If the intent of the course substitution is to only be applied in the MAJOR SPECIFIC Core Curriculum course(s), then the petition must be a **Major** request type.
- If the intent of the course substitution is to be applied in the MAJOR SPECIFIC Core Curriculum course(s) **AND** the Core Curriculum, then the petition must be with a **Core** request type.
- If the course substitution is for the **minor**, select the college and department of the minor on the fields at the bottom.
- If the course substitution is for the **teacher education requirements**, select the College of Education and P-16 Integration and the Teaching and Learning department on the fields at the bottom.

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Submit New Request

Step 2/4: Enter course substitution

Course previously taken

2024 Fall

SOCI 4383 - Independent Studies

IP 3

+ Add extra course

UTRGV Course to be Substituted

Sociology Prescribed Electives

Major

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.

500 characters remaining

Select college/department if different from student's major college/department

Liberal Arts

Sociology

Add Substitution

Previous Next

-Select Type-

-Select Type-

Major

Minor

Core Course

Select the College and the Department of the **minor or the Teacher education requirement** *before* adding the substitution if it's different from the student's major department/college.

Once all the fields are accurately completed, click on **Add Substitution**. Repeat steps 3 and 4 if additional course substitution requests need to be included on the same form. Once the substitution(s) has been added, then click **Next** to proceed to upload proper documentation.

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

-Select Year- -Select Term-

Course, e.g. KINE 2310

Grade, e.g. B -Select Hours-

+ Add extra course

UTRGV Course to be Substituted

Course, e.g. KINE 2310

-Select Type-

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.

500 characters remaining

Select college/department if different from student's major college/department

Liberal Arts

Sociology

Add Substitution

Course(s) transferred in

Term	Course	Grade	Hours
2016 Fall	SOCI 4383	A	3

Course substitute for

Course	Type
SOCI 4333	Major

Student justification:
Enter justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A maximum of 500 characters allowed. [Delete](#)

Previous Next

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STEP 5. Upload supporting documents such as copy of course descriptions of all courses, course syllabus, student's DegreeWorks, transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: Browse...

Once you've filled in the file description and selected a file, click "Upload."

⚠ Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 3:20:30 PM
Delete	DegreeWorks Sociology 2020	advisor3@utrgv.edu	2/7/2021 3:20:46 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 3:20:56 PM
Delete	Course Descriptions for SOCI 4333 and 4383	advisor3@utrgv.edu	2/7/2021 3:21:16 PM
Delete	SOCI 4383 Course Syllabus	advisor3@utrgv.edu	2/7/2021 3:22:56 PM

STEP 6. Verify that the department chair displayed is accurate, then click on **Submit for Approval** to submit petition.

Submit New Request

Step 4/4: Submit for approval.

William Donner - (Request 41427)

? Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Petition for Degree Requirements Guidelines & Instructions

Once the petition has been submitted, details of the request will be displayed in 3 different tabs: **Student Information, Request & Workflow, and Supporting Documents.**

Request Details
Student Information Request & Workflow Supporting Documents (5)

Form ID	33273
Request Type	Course Substitution
Student ID	01234567
Student Name	John Doe
Classification	SR
Major	Sociology (RSOC)
Department	Sociology
College	Liberal Arts
Minor/Concentration	Psychology
Catalog Year	2020-2021
Graduation Status	
Graduation Term	
Submission Status	Submitted
Created Date	02/07/2021
Created By	advisor3@utrgv.edu

Request Details
Student Information Request & Workflow Supporting Documents (5)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2016 Fall	SOCI 4383	A	3	SOCI 4333	Major

Student Justification: Enter justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A maximum of 500 characters allowed.

Current Queue: Department

Completed Date:

Workflows Flow Path: Advisor > Department > Dean > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: william.donner@utrgv.edu - Department

Decision:

Request Details
Student Information Request & Workflow Supporting Documents (5)

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 3:20:30 PM
DegreeeWorks Sociology 2020	advisor3@utrgv.edu	2/7/2021 3:20:46 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 3:20:56 PM
Course Descriptions for SOCI 4333 and 4383	advisor3@utrgv.edu	2/7/2021 3:21:16 PM
SOCI 4383 Course Syllabus	advisor3@utrgv.edu	2/7/2021 3:22:56 PM

Submitting a Waiver

A general waiver is a petition to eliminate a requirement in a degree plan.

- Non-institutional petitions in the major and degree plan requirement are approved by the department chair and College Dean of the major, petitions in the minor are approved by the department chair and the College Dean of the Minor, petitions in the teacher certification are approved by the department chair and Dean of the College of Education and P-16 Integration.
- Institutional petitions of institutional graduation requirements are approved by the Department Chair and College Dean of the Major and Vice Provost for Curriculum and Institutional Assessment.

A core waiver is a petition to eliminate a requirement in the Core Curriculum. This type of petition is approved by Senior Vice Provost for Student Success & Academic Affairs/Dean of University College.

Petition for Degree Requirements Guidelines & Instructions

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

STEP 2. In the Request Type field select **General Waiver** or **Core Waiver** option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID:

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields included on the page. The Minor/Concentration field may be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID:

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. In the **Waiver Requirement Type** field select the **Institutional Requirement or Not Institutional Requirement** if you are submitting a General Waiver. Otherwise, if the Core Waiver option was selected, it will display.

Type the requirement to be waived in the field. **DO NOT leave the field blank.** Include a detailed justification explaining why the requirement should be waived.

Note on Workflow

- If the intent of the waiver is to impact the **minor**, the college and department of the minor should be selected.
- If the intent of the waiver is to impact on the **teacher education requirements**, the College of Education and P-16 Integration and the department of Teaching and Learning should be selected.

Submit New Request

Step 2/4: Enter course waiver

Waiver Requirement Type:
Institutional Requirement
Not Institutional Requirement

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

Previous Next

Once all the fields are accurately completed, click **Next** to proceed to upload proper documentation.

STEP 5. Upload supporting documents such as copy of student's DegreeWorks, unofficial transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** verify approver(s) and complete submission.

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file:

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
Delete	DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

Previous Next

Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the department chair of major will be displaying and if approver is accurate, click **Submit for Approval** to submit petition.

Please Note: if on previous step the college and department of minor *or* the College of Education and P-16 Integration and department of Teaching and Learning were selected, then the appropriate approver will display.

Submit New Request

Step 4/4: Submit for approval.

Robert Freeman - (Request 41431)

Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous Submit for Approval

Once the petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information Request & Workflow Supporting Documents (3)

Form ID	33277
Request Type	General Waiver
Student ID	0123456
Student Name	John Doe
Classification	JR
Major	Mechanical Engineering (RMEC)
Department	Mechanical Engineering
College	Engineering and Computer Science
Minor/Concentration	
Catalog Year	2015-2016
Graduation Status	
Graduation Term	
Submission Status	Submitted
Created Date	02/07/2021
Created By	advisor3@utrgv.edu

Request Details

Student Information Request & Workflow Supporting Documents (3)

Institutional Requirement: None Institutional Requirement Major Specific Core Curriculum Requirement

Student Justification: Enter the justification here. This should include why requirement should be waived.

Current Queue: Department

Completed Date:

Workflows Flow Path: Advisor > Department > Dean > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: robert.freeman@utrgv.edu - Department

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

Instructions to Process Petitions (APPROVERS)

Academic department chairs, college Deans, and Senior Vice Provost for Student Success & Academic Affairs/University College Dean and Vice Provost for Curriculum and Institutional Assessment are designated as approvers of petitions. Follow the steps below to process petitions.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials.

Petition for Degree Requirements Guidelines & Instructions

STEP 2. Once you logged in, the list of pending requests will be displayed. To view the details and process a request, click **Select**.

Requests pending approval, click Select to view details

	ID	Request Type	SID	Student Name	Major	Department	Catalog Year	Submitted By	Date Submitted
Select	34572	Course Substitution	01234567	Jane Doe	Primary Major	Department	2020-2021	advisor@utrgv.edu	1/13/2021
Select	34673	Course Substitution	01234567	Jane Doe	Primary Major	Department	2017-2018	advisor@utrgv.edu	1/19/2021
Select	34943	Course Substitution	01234567	John Doe	Primary Major	Department	2019-2020	advisor3@utrgv.edu	2/10/2021

STEP 3. Click the **Make a Decision** button to process the request and a new popup window will display.

View Request Details and Workflows

Form ID: 34943
Request Type: Course Substitution
Student ID: 01234567
Student Name: John Doe
Classification: JR
Major: Primary Major
Department: Department
College: College
Minor/Concentration:
Catalog Year: 2019-2020
Graduation Status:
Graduation Term:
Submitted Date: 02/10/2021
Submitted By: advisor3

Request & Workflows Supporting Documents (0)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2016 SS1	SOCW 2361	A	3	SOCI 3301	Major

Course I Course

Student Justification: This is a test.
Current User: approver@utrgv.edu
Current Queue: Department
Completed Date:
Flow Path: Advisor > Department > Dean > Degree Audit Team

Make a Decision

Queue: approver@utrgv.edu - Department
Decision:
Decision by:
Decision Justification:

Print

STEP 4. In the popup window, proceed to enter a **decision (Approve or Deny)**, **justification**, and click **Submit** to complete the request. Once the request has been submitted, it will continue in the workflow to the next approver.

View Request Details and Workflows

Form ID: 34943
Request Type: Course Substitution
Student ID: 01234567
Student Name: John Doe
Classification: JR
Major: Primary Major
Department: Department
College: College
Minor/Concentration:
Catalog Year: 2019-2020
Graduation Status:
Graduation Term:
Submitted Date: 02/10/2021
Submitted By: advisor3

Make a decision (All fields required)

Approve or Deny:
Justification:
Verify Next Decision Maker: Approver

Note: if you don't see any approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Submit Close

Queue: john.gonzalez@utrgv.edu - Department
Decision:
Decision by:
Decision Justification:

Complete the fields.

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Processing of Petitions in Degree Works

The Degree Audit Systems and Support team will process the petitions in accordance with the guidelines established. See **page 4** for additional information.

There are 5 decision types that the DASS team will use to process requests.

Type	Description
Deny	The request has been denied by the last approver. Not processed in Degree Works.
Under Review	The request requires additional information to be processed. Requests under review have an expiration date.
Complete Request	The request has been approved by the last approver and processed in Degree Works.
Close Request	The request has not been processed in Degree Works due to was previously set as Under Review and no resolution was given or request is no longer needed.
Not Processed	The request was not processed in Degree Works due to including incorrect information, is a duplicate request, or not needed.

Email Notifications and Workflows

Email Notifications

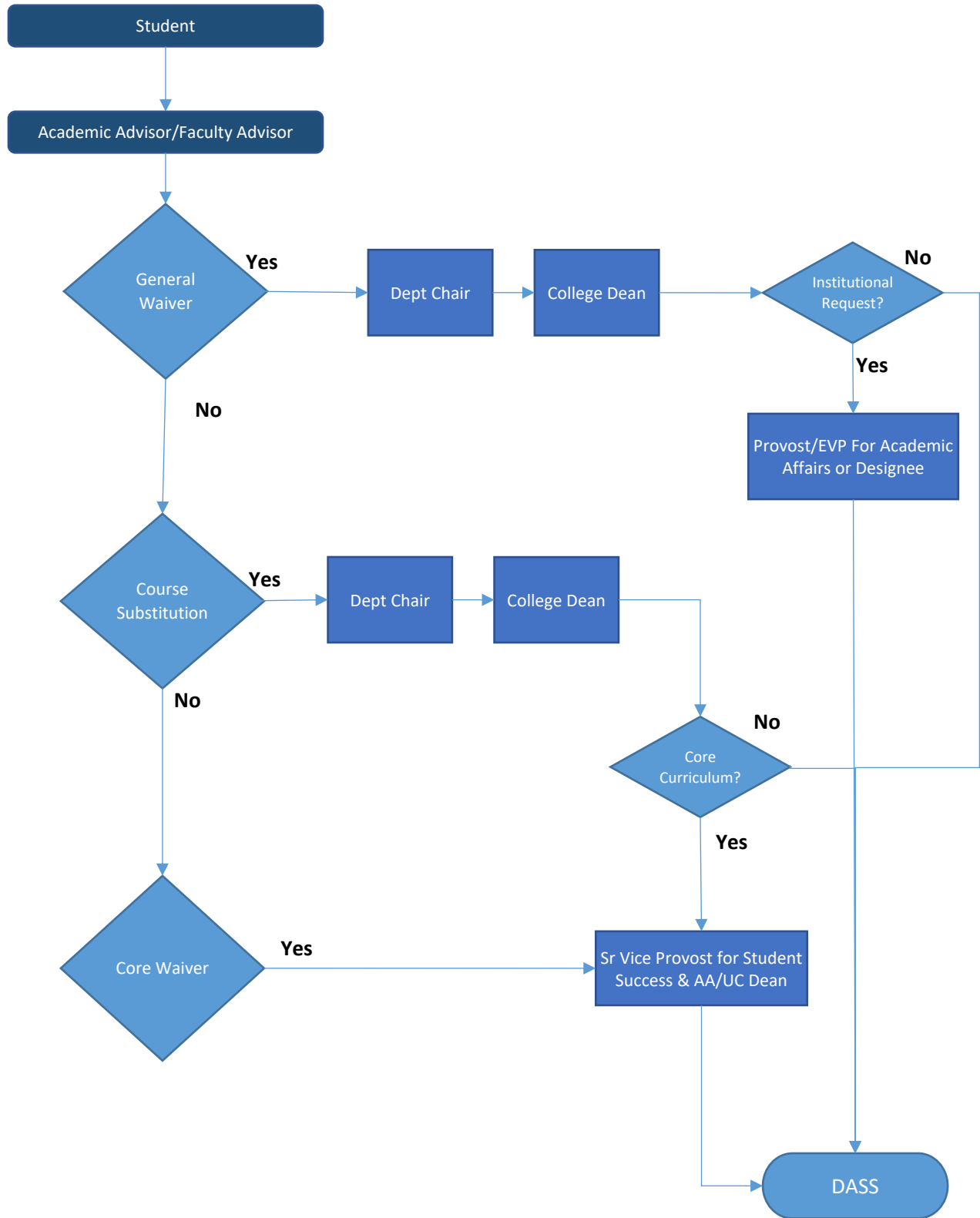
Users that submit petition(s) as well as the students that requests are submitted for will receive an email notification once the petition has been submitted and processed by the Degree Audit Systems and Support Team.

Approvers will also receive an email notification once a petition enters their queue for decision making.

Please be aware that approvers will receive a daily email reminder to process requests in their queue if those requests are 5 days or older.

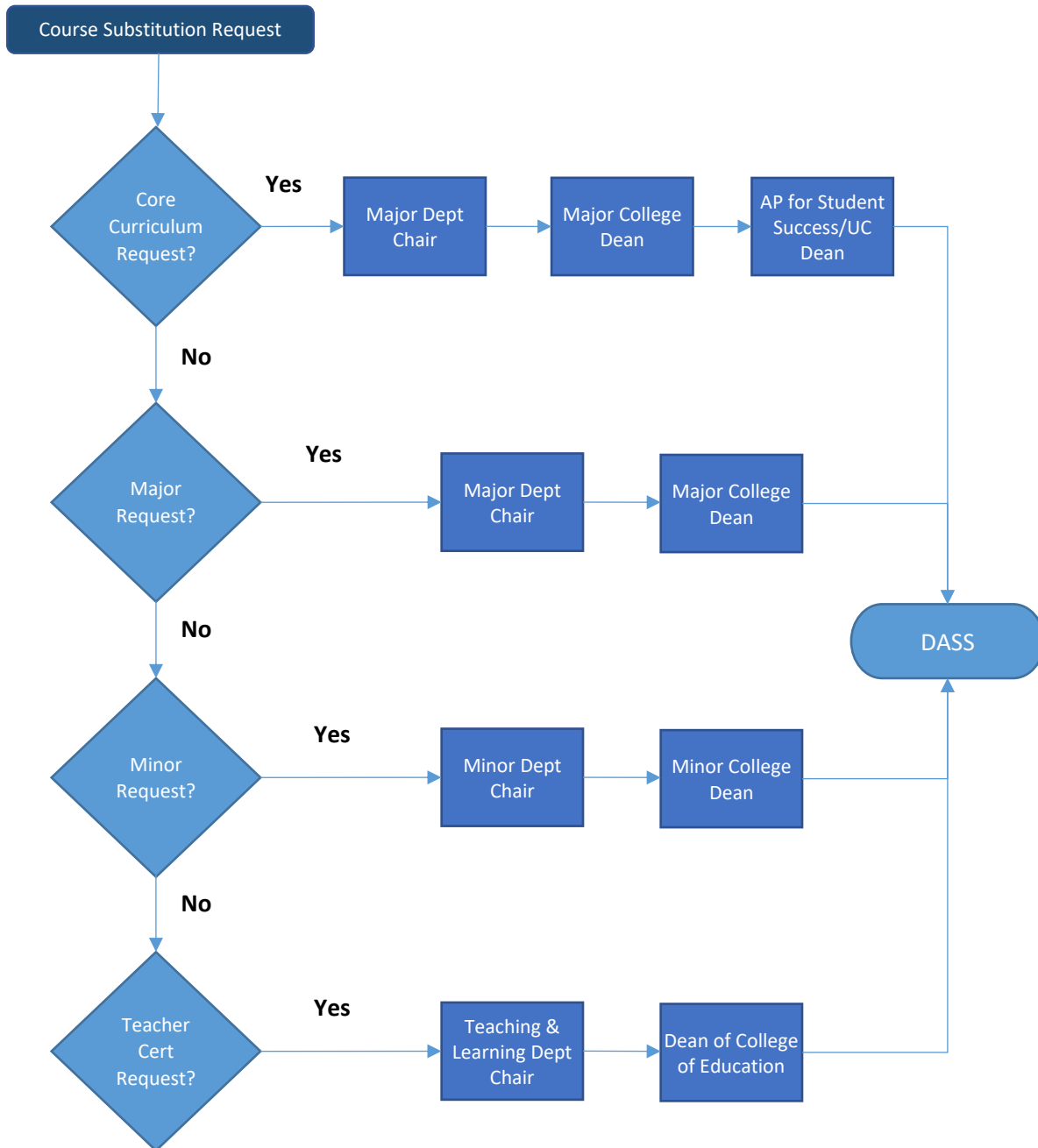
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General Workflow



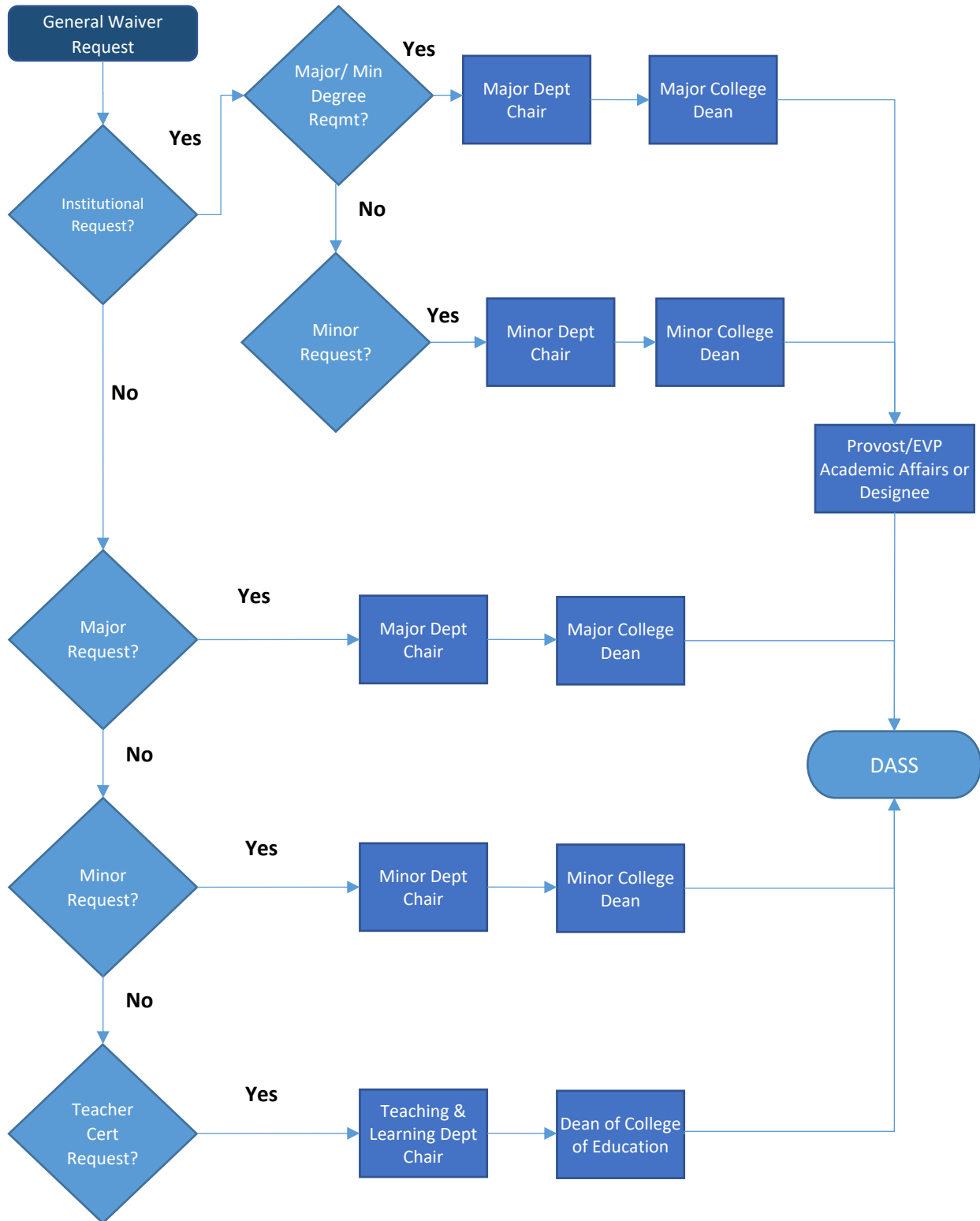
Petition for Degree Requirements Guidelines & Instructions

Course Substitution Request Workflow



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General Waiver Request Workflow



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Core Waiver Request Workflow

