SUBSTITUTION POLICY

UNDERGRADUATE STUDENTS:

Authorization for a student to substitute a course for another specified in a curriculum requires the approval of the student's academic advisor, the head of the department that offers the degree program, and the academic dean whose college offers the degree program. Approved substitutions are valid for the degree program under which the substitution was approved and may not apply to other degree programs.

GRADUATE STUDENTS:

Recommended substitutions for coursework in graduate programs are submitted by the major professor/advisor and/or department head to the Dean of the Graduate School for approval.

PETITIONS & EXCEPTIONS - STEPS SUMMARY

1.   **Student's Academic Advisor - Request**
   - Student contacts Advisor to request a petition
   - DW Advising Audit on Web using Student ID
   - Petitions Tab
     - Add Petitions (e.g. Substitution Request)
     - Text Box: Sub this for that and sign your name in text box
     - Submit Petition (Saves and Triggers Email)
     - When the petition is added, send email to the Dept. Head
   - Delete Petitions (if mistake is made)
   - View Petitions (to verify actions)

2.   **Department Head of the Degree Program – First Approval/Rejection**
   - DW Advising Audit on Web using Student ID
   - Petitions Tab
     - Modify Petition
     - Text Box: Approved or Rejected and signed/dated
     - Save by clicking on paper sheet
     - When Petition is modified, send email to both Advisor and Dean.
   - View Petitions (to verify actions)
   - Send email to Dean of Degree Program to take action, either to approve or reject. (Even if the Dept. Head rejects the petition in this step, the only way the petition is officially rejected is when it is formally rejected by the Dean in the next step.)

3.   **Dean of the Degree Program – Official Approval/Rejection**
   - DW Advising Audit – no Stu Id needed
   - Exceptions Management Button at top
     - Exceptions Management Services – Approval Actions

- Manage Petitions Awaiting Approval/Load button
- Review list of entries to find pending Petitions for <u>your</u> student programs that need action.
- Actions (to be taken on <u>your students only</u>; all petitions for students at NSU are mixed together in this listing of petitions awaiting approval):
  - Approve; then Save changes
  - Reject; then Save changes
  - Comments/write comment to add documentation for opinion/approve/reject; then Save changes
  - Saving moves the petition status to either Approved or Rejected.
- Apply Approved Petitions (to verify actions just taken to approve)
- View Rejected Petitions to verify actions just taken to reject. Never delete a petition if it has been rejected, let the reject show unless it is a mistake.
- Dean's office should email student to notify of approval or rejection.
- Fix Petitions Status (to correct an approval or rejection made in error)

4. **Dean of the Degree Program – <u>Entering Exceptions</u> from Approved Petitions**
   - ❖ **Exceptions Management Services – Applying Exceptions Action**
     - Apply Approved Petitions
     - View list to find student IDs that are yours
     - Click paper icon to left of an entry where you want to enter an exception
       - Select exception type and click load
       - Click radio button beside requirement to be adjusted
       - Enter required information in exception type workspace at top
       - Click add exception
       - Click run new audit
       - Verify
       - Click red x at top right of window to close this ID and return to the Approved Petitions window
     - Select another entry for making an exception and repeat the above process
     - When finished, click "Main" to return to the Degree Works Advising Landing page. Or click Log Out to return to the Login page.

5. **Dean of the Degree Program – Monitoring Exceptions**
   - ❖ **Exceptions Management Services – Report**
     - Report on various aspects of Exceptions already applied:
       - **Unhooked** (occurs when scribing in block changes, removing original connection and original location cannot be determined)
       - **Unenforced** (could not be applied when running the audit due to removal of block in audit caused by change of major or catalog year; if original block is restored, then the exception automatically becomes enforced again.)
       - Who created

- o Who receives
- o Which blocks receive exceptions

❖ **Transit-generated Report for unhooked/unenforced exceptions**
  - Produced and distributed regularly or on-demand via Transit.
  - Requested from Registrar Office
  - In Excel
  - List of items in Report:
    - o Unhooked exceptions
    - o Unenforced exceptions

  - **Apply Status codes and their meanings:**
    - o UN -- unhooked
    - o BK --   block was not found - change of major maybe?
    - o CR -- rule is not a course rule - node-ids are incorrect
    - o CO -- course to be substituted not found on rule
    - o IF --   IF-statement was resolved - rule not used
    - o ND -- node-id not found in block - changes to rules maybe?
    - o PA -- rule is a plus-list - also-allow not allowed
    - o PN -- rule is a plus-list and course not on rule
    - o R1 -- not enforced but we don't know why
    - o R2 -- not enforced and an unknown error code was found