

Substitutions in Degree Works

A substitution can only be done if the student has taken, is taking, or is registered to take the substituting course (the one being used in place of a required course).

Substituting a course for another course (page 1)

Substituting a course for a range of courses (page 3)

EX: MATH 145:499 or SPAN @

SUBSTITUTING A COURSE FOR ANOTHER COURSE

Use this exception when you are directly substituting one course for another.

FIRST – Fill out a petition. A petition is basically the justification behind a substitution.

1. You need to have a student pulled up in Degree Works
2. Click both the 'Process New' and refresh buttons

The screenshot shows the top navigation bar of Degree Works. It includes fields for Student ID, Name, Degree (BAIS), Major (Crime and Justice BAIS), Class (Junior), Last Audit (Today), and Last Refresh (Today at 11:32 am). Below these are tabs for Worksheets, Planner, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The 'Process New' button is circled in red. There is also a refresh icon circled in red.

3. Click on the 'Petitions' Tab

The screenshot shows the navigation tabs: Worksheets, Planner, Plans, Notes, Petitions, Exceptions, and GPA Calc. The 'Petitions' tab is circled in red.

4. Click 'Add Petition'

The screenshot shows the 'Add Petition' button circled in red. Other options visible are 'View Petitions', 'Modify Petitions', and 'Delete Petitions'.

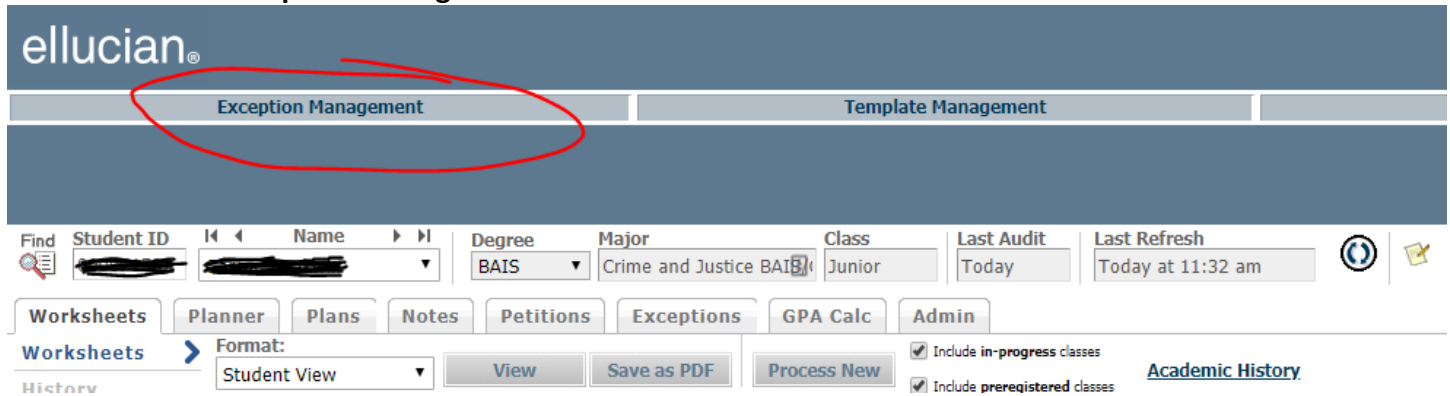
5. Type up what you're substituting and your justification. Ex: "Substituting CJUS 2140 with LE 130. Similar course from previous college."

The screenshot shows the 'Add New Petition for Exception' form. It has a text area containing the text: "Substituting CJUS 2140 with LE 130. Similar course from previous college." Below the text area is a 'Submit Petition' button.

6. Click 'Submit Petition'

SECOND – Apply the substitution

7. Click on 'Exception Management'



8. Without changing anything, click on the load button

9. Find the petition/ substitution you just submitted and click on the approve button for that substitution

Petitions Waiting Approval		
Approve	Reject	Comments
<input checked="" type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	

10. Click 'Save Changes'

11. Select apply approved petitions from the dropdown



12. Click load

13. Click the notepad next to the petition/ substitution you are doing

Approved Petition	
Apply	
	S
	A

14. A new window will display
15. Select “substitute” for exception type
16. Click load

Exception Types

17. The first class you enter will be the one the audit is requiring
18. The second class you enter will be the class you are placing into the audit
19. Add a description. This description will display in the audit – I recommend “substituting CJUS 2140 with LE 130”

Exception Types

Substitute one class for another

Replace Subject Number With Subject Number

With

Description

20. Click the button next to the class in the audit below

Criminal Investigation (1 Class in CJ 231* or CJUS 2140*)

21. Click ‘Add Exception’
22. Close out of this window
23. Go back to the main Degree Works page
24. Search for the student
25. Click process new
26. Voila! You will now see the substitution applied in the audit

SUBSTITUTING A COURSE FOR A RANGE OF COURSES

When to use this exception:

When a range of courses is listed (ex: MATH 1000:4999, PSYC 3000:4999)

When any course in a specific discipline is listed (ex: SPAN @, BIOL @)

FIRST – Fill out a petition

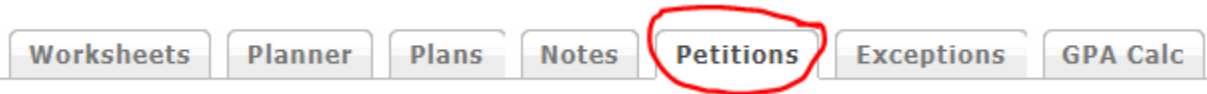
1. You need to have a student pulled up in Degree Works
2. Click both the ‘Process New’ and refresh buttons

Find	Student ID	Name	Degree	Major	Class	Last Audit	Last Refresh
<input type="text"/>	<input type="text"/>	<input type="text"/>	BAIS	Crime and Justice BAIS	Junior	Today	Today at 11:32 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Worksheets > Format: Include in-progress classes Include preregistered classes [Academic History](#)

3. Click on the 'Petitions' Tab



4. Click 'Add Petition'



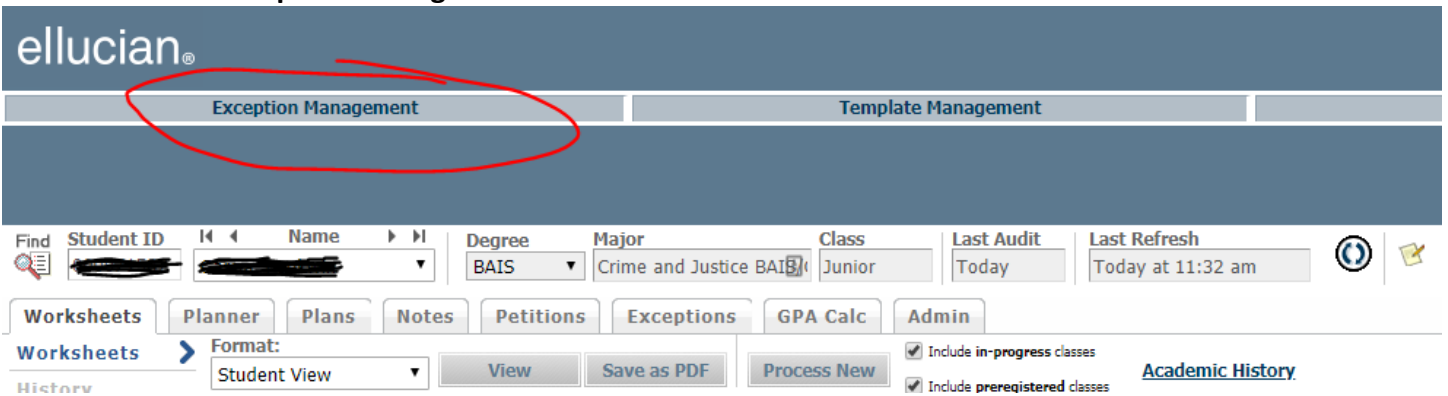
5. Type up what you're substituting and your justification. Ex: "Substituting CJUS 2140 with LE 130. Similar course from previous college."



6. Click 'Submit Petition'

SECOND – Apply the substitution

7. Click on 'Exception Management'



8. Without changing anything, click on the load button

9. Find the petition/substitution you just submitted and click on the approve button for that petition/substitution

Petitions Waiting Approval		
Approve	Reject	Comments
<input checked="" type="radio"/>	<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>	

10. Click 'Save Changes'

11. Select apply approved petitions from the dropdown

Exception Management Services

- Manage Petitions Awaiting Approval
- Manage Petitions Awaiting Approval**
- Apply Approved Petitions**
- View Petitions Applied as Exceptions
- View Rejected Petitions

- Fix Petition Status

- Exceptions Report

12. Click load

13. Click the notepad next to the substitution you are doing

Approved Petition	
Apply	I
	S
	A

14. A new window will display

15. Select "substitute" for exception type

16. Click load

Exception Types

17. Enter the course you are applying to the range allowed

- a. If you are trying to apply a transfer course that was transferred in under the general "discipline code + 247" course, in the 'With' section you will also need to select "DW Title" and "Equal To" and type the transfer course's name according to how Degree Works displays it. The name should be "T: Course Title"

18. Add a description. This description will display in the audit – I recommend "substituting PIS 147 for second language"

Exception Types

Apply Here a specific class

Apply Subject Number

With

Description



19. Click the button next to the requirement in the audit below

Second Language Still Needed: 1 Class in SPAN @

20. Click 'Add Exception'

21. Close out of this window

22. Go back to the main Degree Works page

23. Search for the student

24. Click process new

25. Voila! You will now see the substitution applied in the audit

<input checked="" type="checkbox"/> Second Language	PIS 147	T:Cont Issues of the Amer Ind
Exception By: Robinson, DeAnna M	Satisfied by	NO TRANSCRIPT DETAI - Haskell Indian Nations Univ
On: 12/12/2019	Apply Here : substitution for second language	