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
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 substitution

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

![Image of load button]

Exception Types Substitute ▼

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”

![Image of substitute form]

Exception Types Substitute ▼

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

![Image of criminal investigation class]

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

![Image of process new button]
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

10. Click ‘Save Changes’
11. Select apply approved petitions from the dropdown

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

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

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

![Second Language]

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