DEGREE AUDIT – WAIVER REQUEST

OVERVIEW

A course waiver is when a course that has not been completed is waived and no longer required to be completed. The action of waiving a course does not eliminate the credit hours necessary to fulfill a university, general education, major, minor or focus requirement. The degree audit provides a quick and easy way to submit a course waiver request directly within the degree audit.

Waivers can be requested within the degree audit using the qualifying tab. Waivers can be requested for:

- A general education requirement specific course.
- A major/minor/focus/track/concentration/specialization requirement specific course.

The qualifying tab shows the courses to be taken to complete the requirements area. This is the area where a course waiver is submitted.

EEET Electives ▲		1/5	4/5		
Completed & In Progress			**Qualifying**		☑
Course	**Title**		**Credit Hours**	**Grade ▾**	
EGT 280	Introduction to Microtechnology		3		☑ ⊕
EGT 408	Mechatronics Topics		3		☑ ⊕
EGT 261	Engineering Materials		3		☑ ⊕
EGT 300	Statics and Strength of Materials		3		☑ ⊕
EGT 318	Introduction to Nanotechnology		3		☑ ⊕
EGT 321	Productivity Mgmt, Scheduling, Planning		3		☑ ⊕
EGT 340	Applied Dynamics		3		☑ ⊕
EGT 361	Fluid Power		3		☑ ⊕
EGT 405	Metrology and Geometric Tolerancing		3		☑ ⊕
EGT 412	Advanced CADD		3		☑ ⊕
EGT 423	Planning & Design of Industrial Faciliti		3		☑ ⊕
EGT 450	Thermodynamics and Heat Transfer		3		☑ ⊕
EGT 320	Robotic Systems and Material Handling		3	A-	☑ ⊕

Users will notice a ☑ button in the upper right corner across from the word Qualifying……DO NOT use this icon to create a waiver.

Users will also see a ☑ button appear next to each qualifying class listed. Click the icon to begin the waiver workflow process for that particular course.

Take notice in the right-hand corner that Substitution is the default. You will want to click on the word Waiver. Which will cause the underline to move under the word Waiver.

Default

Waiver Substitution ✖

Change to Waiver

Waiver Substitution ✖
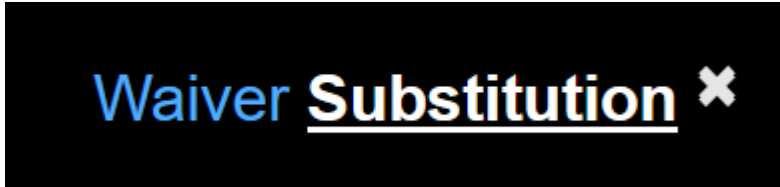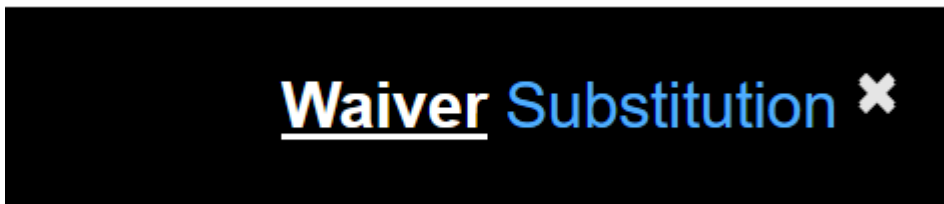
This is an example of waiving the course HIS 109. Key in the appropriate comments in the open box under the Notes and Click Send Waiver Request.

v

Waiver Substitution ✖

Request Course Waiver

Requirement

History Core Courses

Selected Course

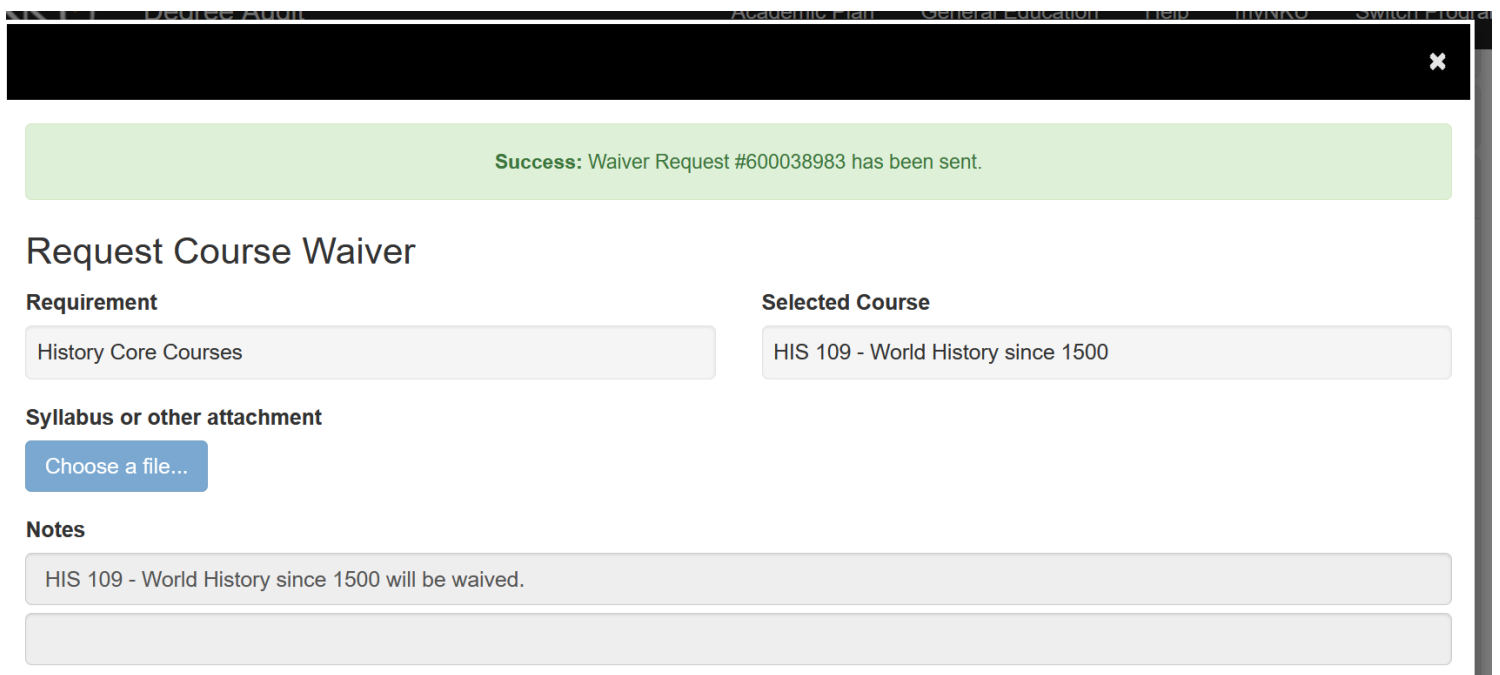HIS 109 - World History since 1500

Syllabus or other attachment

Choose a file...

Notes

HIS 109 - World History since 1500 will be waived.

HIS 109 is to be waived for this student

Send Waiver Request

If a requestor is submitting a general education requirement waiver, a syllabus or other types of documentation must be attached. These attachments can be in .txt, .doc, or .pdf format. A requestor can also add notes for the approver. Please be aware that these notes will show up on the email confirmation sent to the student!

Once a waiver has been submitted, a message will appear that the waiver request has been sent.

✖

Success: Waiver Request #600038983 has been sent.

Request Course Waiver

Requirement

History Core Courses

Selected Course

HIS 109 - World History since 1500

Syllabus or other attachment

Choose a file...

Notes

HIS 109 - World History since 1500 will be waived.

The workflow request is routed to the correct individual for approval. For general education requests, it will be submitted to the Vice Provost designee within Academic Affair's office. For major, minor, and focus course waivers, it is sent to the department designee (i.e. department chair or program director). The approver will now have the request in their myNKU Inbox. Once they click on the link, the approver has the opportunity to approve or reject.

If an attachment is made available, the approver can open the document. From here, the approver will also see any notes from the requestor and add their own notes. After review, the approver can decide to approve or reject the request. This process will trigger an email to the student and the requestor updating them of the status. Be aware any notes added to the request will be included in the email to the student and requestor.

Substitution/Waiver

Student: Dominique Burbridge   100315430
Has requested to waive course HIS 109 World History since 1500 for the requirements listed below.

Waiver

	Rule Module
	History Core Courses

📎 Attachments

[Browse...] No file selected.   [⬆ Upload File]
[🗑 Delete Attachment(s)]

📝 Comments (120 max. characters)

03/27/2024 10:23:22 EST (CALHOUNA1)
HIS 109 - World History since 1500 will be waived.

[Approve] [Reject]

Upon submission,

Upon approval, the course waiver information will then show up within the degree audit, noting the waiver with an arrow next to the course, zero credit hours and a grade of "S" representing SubWaiver. Lastly, the course will be displayed as waived on the student transcript.

Major Requirements

History Core Courses ▴   5/5

Courses

	Completed & In Progress		Qualifying		☑
Course	**Title**	**Semester**		**Credit Hours**	**Grade ▾**
HIS 109 ⇄	World History since 1500	Spring 2018-2019		0	S