



Degree Works

Submitting Petitions

Office of the Registrar
Fall 2023



Degree Works Petitions

Individual exceptions to a student's degree plan may be requested through the Degree Works petition process. Petitions are submitted by the student's Academic Advisor and reviewed by Registrar's Office staff. If approved, the petition is applied as an exception to the student's Degree Works audit. Petitions do not update or otherwise edit student Banner records. Petitions are used as a means to manipulate requirements that are scribed in Degree Works in accordance with university policy and procedures, not a mechanism for circumventing them.

UCC Substitution Policy: Authorization for a student to substitute a course for a UCC course requires the approval of the Director of University Core Curriculum (UCC) or the Registrar. Approved substitutions are valid for the UCC block requirements only. A separate petition will be required if the course should also meet another requirement within a different block. Please send a syllabus for the course that is being petitioned (whether it is taken in-residence or transferred) to degreeworks@siu.edu before submitting UCC petitions.

Major Substitution Policy: Authorization for a student to substitute or allow a course to meet the requirement for their specified major, specialization, or minor requires the approval of the student's academic advisor and academic department. Approved substitutions are valid for the degree program under which the substitution was approved and may not apply to other degree programs.

Submitting a Petition

1. Log in to Degree Works, search the DAWG Tag number for the student you will be submitting a petition for, and press 'Enter' to be taken to their degree audit.

The screenshot shows a web browser window with a single tab titled 'Dashboard'. The address bar contains the URL <https://dgvjavaweb.eis.siu.edu:8447/Dashboard/>. The page header features the SIU Southern Illinois University logo on the left and a navigation menu with the following items: WORKSHEETS, EXCEPTIONS, PLANS, ADMIN, and LINKS. The main content area is titled 'Worksheets' and contains a search box with the label 'Student ID' and the value '85' entered. Below the search box is a link labeled 'Advanced search'.



2. If the student is enrolled in two degree programs, you must first use the drop-down 'Degree' field to select the degree to which the petition will apply.

Worksheets

Data refreshed 01/28/2022 12:04 AM

Student ID: 85, Name: [REDACTED], Degree: Bachelor of Arts

Advanced search

Level: Undergraduate, Classification: Senior, College: Liberal Arts, Major: History, Minor: Ancient Practices, Specialization: (none)

Catalog year: BA 2020-2021, BS 2020-2021, SIUC GPA: 3.99, Transfer GPA: 4.000, Overall GPA: 3.993, Primary Advisor: McPherson, Jean M

Secondary Advisor: Doellman, Kimberly K, Site Code: CA, Registration Hold: (none), Confidential: N, Univ Honors Program: Y, Student Athlete: N

Participating Sports: (none)

3. Click 'More' (the icon in the top-right corner) and select 'Petitions' from the drop-down menu that appears.

Worksheets

Data refreshed 01/28/2022 12:05 AM

Student ID: 85, Name: [REDACTED], Degree: Bachelor of Science

Advanced search

Level: Undergraduate, Classification: Senior, College: Agricultural Sciences, Major: Forestry, Minor: (none), Specialization: Resource Management

Catalog year: BS 2018-2019, SIUC GPA: 2.745, Transfer GPA: 2.5, Overall GPA: 2.728, Primary Advisor: Elson, Katherine M

Secondary Advisor: Doellman, Kimberly K, Site Code: CA, Registration Hold: (none), Confidential: N, Univ Honors Program: N, Student Athlete: N

Participating Sports: (none)

4. The 'Petitions' window should now be displayed (see screenshot on the next page). Here, you will see every petition that has been submitted for the student in reverse chronological order. Each petition should display a creation date, the staff member who submitted the petition (this is especially helpful if a student decides to change their program of study and is assigned a new advisor), and its status. You can also use the drop-down 'Petition Status' menu at the top to view only petitions that are at a certain stage in the process:

- **Petitions awaiting approval** – Have been submitted and are awaiting review by the Registrar's Office.
- **Petitions approved** – Have been approved by the Registrar's Office and are waiting to be applied to the student's degree audit. Approval Comments may be attached and are typically intended to provide direction to RO staff.
- **Petitions rejected** – Have been denied by the Registrar's Office. Rejection Comments should be attached.
- **Petitions applied as exception** – Have been approved by the Registrar's Office and applied to the student's degree audit



Petitions

Petition status
All petitions

Created on 01/18/2022

By Back, Elizabeth L **Status** Applied as exception

1. Apply Here 2. Working Title: Magma Production Beneath Subduction Zones: Using Numerical Models to Evaluate Melt Production 3. Univ Honors Program 4. UHP Thesis Course [UHON 499-703] 5. Betsy Back 01/18/2022 APPROVAL COMMENTS: Student has BA and BS audit, please apply to both - ETrimble

Created on 11/08/2021

By McPherson, Jean M **Status** Applied as exception

1. Also Allow 2. UHON 3510 (22-2) 3. Minor in Math BLOCK 4. Math courses at 200 or above RULE 5. Dr. Calvert by Jean McPherson

Created on 10/05/2021

By Price, Thomas W **Status** Applied as exception

1. Apply Here 2. GEOL 440 Spring 2020 3. Minor in Ancient Practices 4. Ancient Practices Senior Project 5. Dr. Allen, Dir Ancient Practices

Created on 09/29/2021

By Price, Thomas W **Status** Applied as exception

1. Also Allow 2. ARC 314I 3. Minor in Ancient Practices 4. 200-400 Level Course work 5. Dr. Allan, Dir Ancient Practices

ADD A NEW PETITION

5. Click the 'Add A New Petition' button in the lower-right corner.



6. The 'Add A New Petition' window (below) should appear. Here, you will enter the text for the petition in the below format (which can also be found at <https://articulation.siu.edu/degree-works/Petition-Instructions-for-Advisors1.php>). Please do not include additional information beyond what has been requested. If a course description, email memorandum, or other documentation is necessary to support the petition, please send it to degreeworks@siu.edu – do not paste supporting documentation into this text field.
1. Are you requesting an **Also Allow**, **Substitution**, **Apply Here**, **Remove/Change Limit** or **Force Complete**?
 - **Also Allow** will add the course as an option to a list of courses. The course may still be removed or re-assigned by the auditing algorithm in some cases, so this is not recommended for Elective rules with a robust course selection or high credit count.
 - **Substitution** will replace one course with another course.
 - **Apply Here** will apply a course to a rule regardless of scribe or qualifiers. This is a more powerful exception type than Also Allow and is recommended for the sort of Elective rules mentioned above.
 - **Remove/Change Course Limit** will allow the removal of a course and/or change the number of credits required (Must have valid support.)
 - **Force Complete** will force a rule to be complete regardless of qualifiers. This is typically reserved for non-credit bearing requirements such as Minimum Major GPAs, required Minor declarations, and Residency requirements.
 2. What course is being added in the **Also Allow** or what course(s) is being **Substituted**; or what is the reason something is being **Force Complete**?
 3. What block does this need to apply to? i.e. Degree, UCC, Major, Specialization, Minor, etc.
 4. What rule does this need to apply to? i.e. Social Science, College Physics, Advisor Approved Electives, etc.
 5. First/Last name of the person in your department approving the petition if major specific (UCC will be reviewed by the Registrar's Office), as well as any applicable notes.

Add a new petition



Petition instructions can be found by clicking Petition Instructions under the Links tab at the top of the page

1. Apply Here 2. BIOL 211 3. Major 4. Introductory Biology 5. Grey Dawg - Notes may go here|

CANCEL

SAVE PETITION



NOTE: In general, a 'rule' in Degree Works refers to a line which has a specific course or selection of courses listed on it. These may also be grouped under 'subheadings,' which are typically written in all capital letters. Petitions which reference a subheading (ex. 'REQUIRED ENGINEERING COURSES' in the below screenshot) or other categorization instead of the specific rule that it should apply to will be rejected.

<input type="radio"/> REQUIRED ENGINEERING COURSES		
<input type="radio"/> Statics	Still needed:	1 Class in ENGR 250 with grade \geq 2.0
<input type="radio"/> Dynamics	Still needed:	1 Class in ENGR 261 with grade \geq 2.0

- Click 'Save Petition' in the lower right corner. The petition will be sent to the Registrar's Office for review, and you can monitor its status on the 'Petitions' screen for that student. If the petition was submitted successfully, you should be redirected to the Petitions home screen, and a green banner with 'Petition Added' will appear. You may now either exit the window or submit another petition for the student.

You should receive an automatically generated email by the next morning which has the student's name and DAWG Tag number, as well as the petition text, status, and date of the status change. As a petition progresses through the workflow you should receive additional emails notifying you of the status changes.

Petition added ✕

Petitions

Petition status
All petitions ▼

Created on 01/28/2022 ⋮

By Trimble, Ethan James **Status** Awaiting approval

The petition will now appear here!



7. If a petition is approved and applied to the student's record, it will now show up in a new block at the bottom of the audit labeled 'Exceptions.' Here you will see the Exception type, creation date (when it was applied), the staff member who applied it, the block which it is applied to, and whether or not it is currently being enforced. Holding your mouse over the blue 'Approved by Petition' text will show a box with the text that was input by the staff member who applied it.

Type	Description	Created on	Created by	Block	Enforced
Also Allow	Approved by Petition	01/13/2021	Trimble, Ethan James	University Honors Program	Yes
Also Allow	Approved by Petition	01/25/2021	Trimble, Ethan James	Minor in Ancient Practices	Yes
Also Allow	Approved by Petition	01/25/2021	Trimble, Ethan James	Minor in Ancient Practices	Yes
Apply Here	Approved by Petition	09/30/2021	Goad, Suzanne Ward	Minor in Ancient Practices	Yes
Apply Here	Approved by Petition	10/06/2021	Goad, Suzanne Ward	Minor in Ancient Practices	Yes
Apply Here	Approved by Petition	01/19/2022	Goad, Suzanne Ward	University Honors Program	Yes

Apply Here UHON 499 section 703 to fulfill Thesis Course rule within UHON block sgoad

Legend
✔ Complete ○ Not complete



Additional Notes

- Multiple courses may be included in a single petition if they are intended to fulfill the same rule.
- For dual-degree students, if a petition is intended to fulfill the same rule on both audits (typically University Honors Program or UCC requirements) this should be indicated in a comment at the end of the petition. A duplicate petition for the second audit is not necessary.
- Changes to a student's curriculum or catalog year, as well as scribe changes to a given block, may result in an exception 'falling off,' in which case 'No' will appear under the 'Enforced' column on the Exceptions block. In certain cases, exceptions may fall off but still show 'Yes' in this field. If either of these happens, please contact degreeworks@siu.edu requesting that the petition be re-applied. Do not submit a duplicate of the petition in question.
- Petitions will only be approved for courses which are currently on the student's audit. Those that are submitted for a course that a student has not yet registered for will be rejected. If the student has just registered for a course and it is not yet displayed, press the refresh button (🔄 icon above the student audit) to pull current data from Banner.
- Courses which have been withdrawn from, failed, repeated (subject to SIU's repeat policy), or are otherwise not credit-bearing may not be used to fulfill any degree requirements.
- If requirements displayed in Degree Works do not align with what is listed in the catalog, please contact degreeworks@siu.edu. This will need to be fixed by the Degree Works team – do not submit petitions to address faulty curricular requirements unless otherwise directed.
- Once a petition has been submitted, it can only be amended or deleted by Registrar's Office staff. If an exception should be removed from a student audit, please send a request to do so through email. Do not submit an additional petition asking to reverse or remove the first one.
- The Articulation & Evaluation office maintains a database of transfer course equivalencies in Banner, and has the authority to make decisions on articulations for potential UCC equivalents. Before submitting a petition for a transfer course to satisfy a UCC requirement, A&E staff may be able to determine a suitable equivalent and update the student's Banner record. If UCC credit can be awarded for the course in question by updating Banner, this is the preferred option. Please send a syllabus for the course in question to transferservices@siu.edu.
- Certain transfer courses may be used toward one of two different UCC areas. These courses have an optional articulation in Banner and are indicated using a '+' at the beginning of the transfer course title. To have one of these courses updated to count toward the secondary UCC area, please send a request to transferservices@siu.edu. Do not submit a petition requesting to move the course.
- With very rare exceptions, a single course may not be used more than one time on a single block. If a course has been approved to fulfill multiple degree requirements, the second and subsequent requirement(s) should be petitioned down to 0 classes using a **Remove/Change**.

Any questions about this process may be directed to degreeworks@siu.edu.