Managing the Petitions Tab in Degree Works:

1: Limit the amount of words in each petition.

Do not write a lengthy description in the petition.

Example:

Please keep it simple: **Substitute M 121 for M 115**

Please do not: Hello, Monte Bear took math 121 his freshman year and then continued to take multiple math classes above that, we only require M 115. We are allowing this higher math class to fulfill this requirement. Thanks! Have a great day! Go Griz!

2: Submit only one substitution/waiver per petition.

Do not include multiple substitutions for one student in a single petition.

Example:

Petition 1: Substitute GEOL 301 for GEO 228
Petition 2: Waive GEO 211
Please do not: Substitute STAT 216 as an equivalent to SOCI 202 and PSYX 360 as an equivalent to SOCI 382.

3: Petitions are for MAJOR requirements only.

Do not include any General Education requirements in a Petition.
If there are any issues with a General Education requirement please submit an Issue Report or notify a Graduation Coordinator.

4: Add petitions as they are identified – "the sooner, the better!"

Petitions should be added as they are identified, usually at the beginning of a student's enrollment.
Please do not wait until the graduating semester to add petitions.