Records: Initiating Academic Requirement Overrides

Overview

This quick reference guide will walk through how to initiate academic requirement overrides in a student's academic progress report in Workday.

Academic Requirements Override

There are six types of Academic Requirement Overrides. Overrides are to be first initiated by the Department Chair, and then approved by the Records Manager in the Office of the Registrar. Once the overrides are successfully approved, the Department Chair will receive a notification and the student will be able to refresh their Academic Progress Report to see the update(s).

Assign Course to Requirement: Allows a course that is In Progress or Completed to be applied towards a specific requirement.

Adjust Course Count: Adjusts the number of courses needed to fulfill an academic requirement.

Adjust Units: Adjusts the number of units needed to fulfill an academic requirement.

Waive Requirements: Allows an entire academic requirement to be waived. Can be applied to waive a course requirement, non-course type requirement, milestone, internship, etc. Note: If a requirement is waived, the student does not receive units for this requirement.
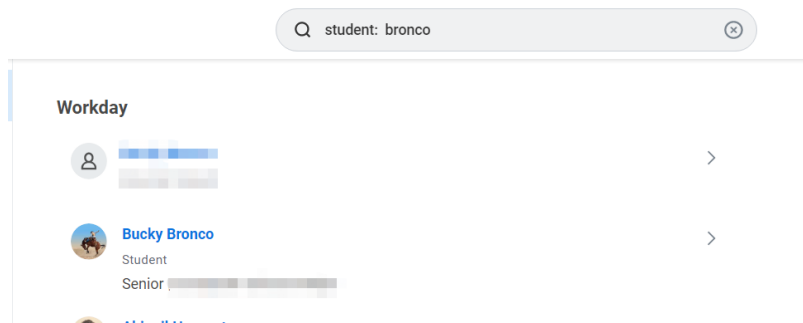
Records: Initiating Academic Requirement Overrides

Assign Course to Requirement Process:

1. Department Chairs will begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student**: followed by the student's name
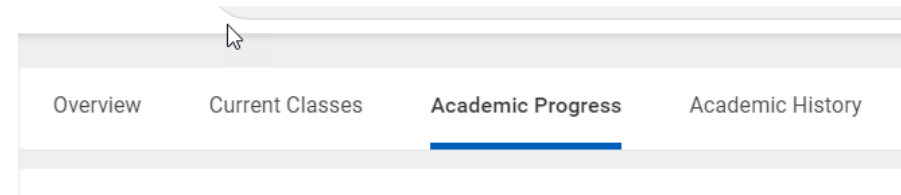
2. In the search results, click the appropriate name to access the student Profile.
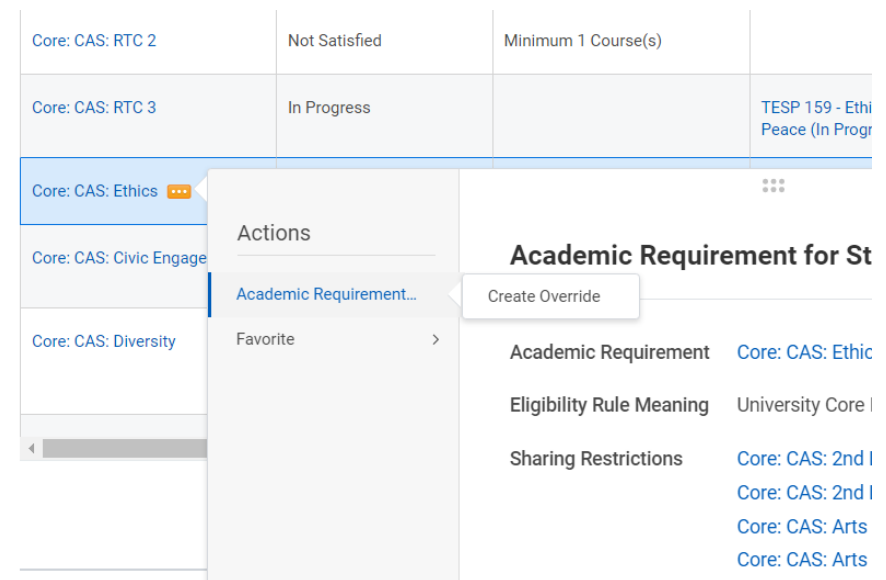

3. Click **Academics** on the left-hand menu of the **Profile Menu**.

4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

Records: Initiating Academic Requirement Overrides

6. From the options of **Override Type** choose **Assign Course to Requirement.**

7. In **Course Registrations to Apply**, select the class that will be assigned to the requirement.

Always have the ignore grade checkbox unchecked.

If it is a COVID P/NP exception from the following terms: Spring 2020, Winter 2021, Spring 2021, and Fall 2021, please email registrar@scu.edu.

8. Enter any comments and click submit.
    Ex: Comments: course per Prof Chair Bronco

9. Once submitted, it will be re-routed to the record analysts for approval. This will be your confirmation notification.

Records: Initiating Academic Requirement Overrides

Override Academic Requirement for Student

Up Next: Student Records Manager | Approval by Student Records Manager | Due Date 03/05/2023

View Details

Edit Academic Requirement Override for Student

Up Next

Student Records Manager

Approval by Student Records Manager

Due Date   03/09/2023

Do Another

Edit Academic Requirement Override for Student

Override Academic Requirement for Student

If you click on the academic requirement, you will see the override status is "pending approval"

10. Once the Student Records Manager (Record Analyst) approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.

Notifications

Core: LSB: Science Technology and Society Add Course Override 03/07/2023

2 minute(s) ago

The request for a waiver/substitution that you initiated for _____ has been approved. Please review the student's academic progress report for further details.

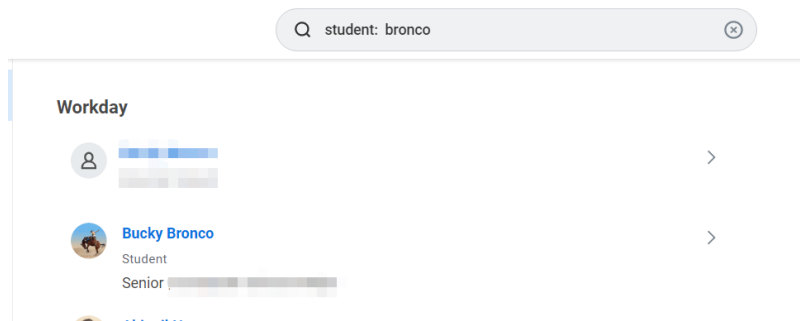Details   Core: LSB: Science Technology and Society Add Course Override 03/07/2023

Core: CAS: RTC 3	Not Satisfied	Minimum 1 Course(s)			
Core: CAS: Ethics (Override Assigned)	In Progress		TESP 159 - Ethics of War and Peace (In Progress)	Winter 2023 Quarter	5
Core: CAS: Civic Engagement	Satisfied		POLI 1 - Introduction to U.S.	Fall 2020 Quarter	4	A

Records: Initiating Academic Requirement Overrides
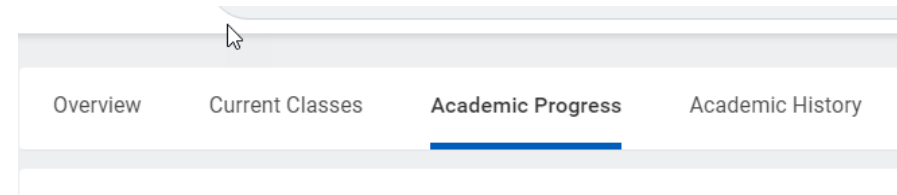
Adjust Course Count Process:

1. Department Chairs begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name.

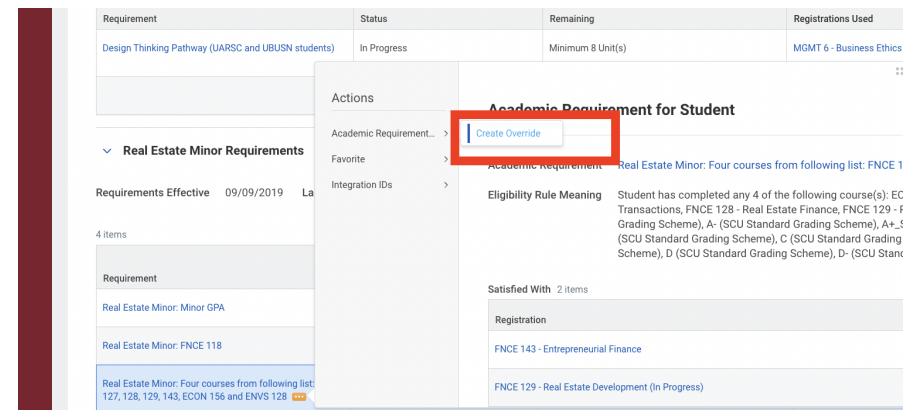2. In the search results, click the appropriate name to access the student Profile.

3. Click **Academics** on the left-hand menu of the **Profile Menu.**

4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.
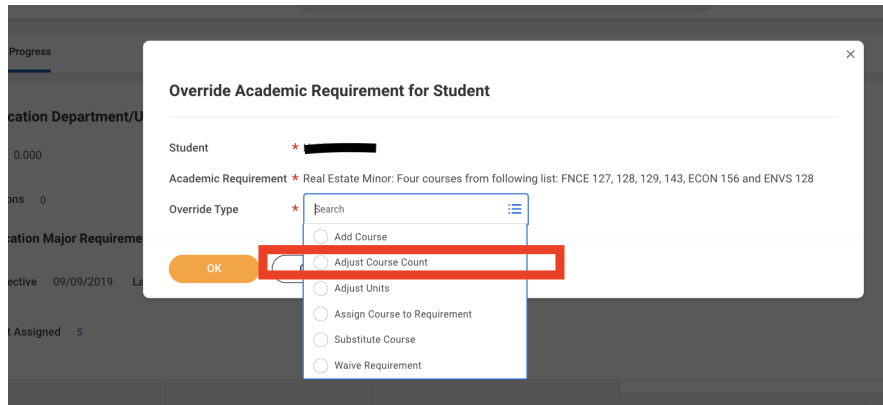

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.
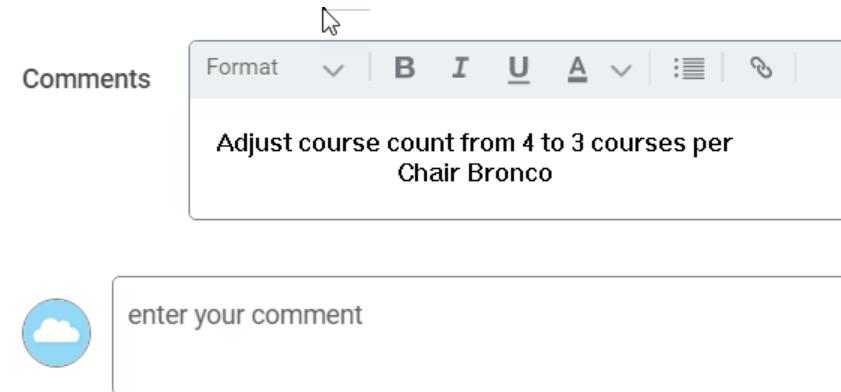
6. From the options of **Override Type** choose **Adjust Course Count.**

7. In **New Number of Courses** enter the number of courses.
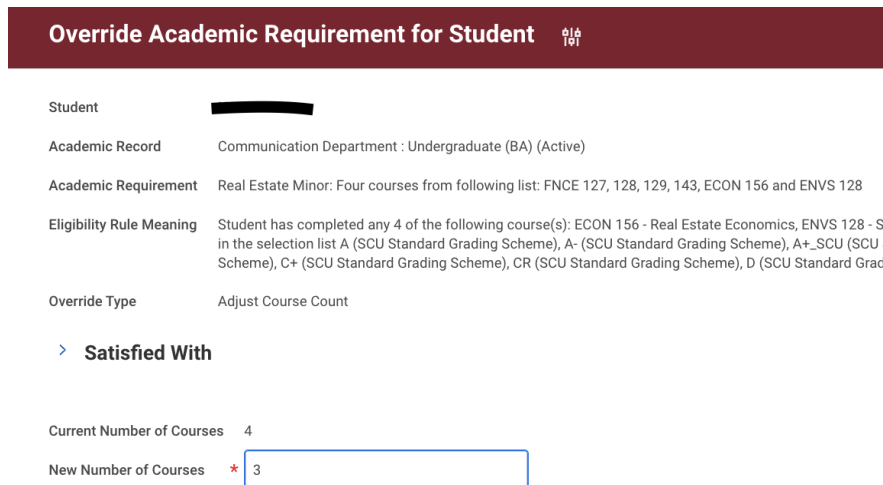
8. Enter any comments and click submit

9. Once submitted, it will get re-routed to the record analysts for approval. This will be your confirmation notification.
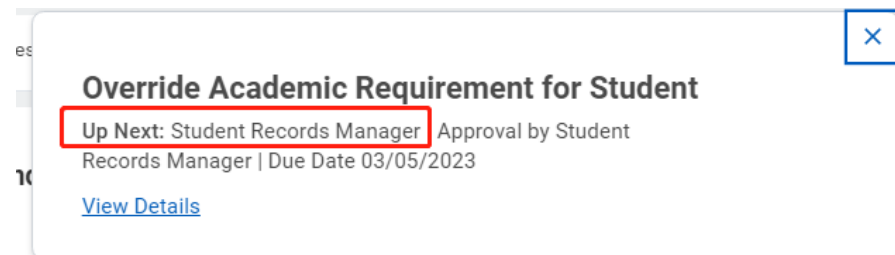
Records: Initiating Academic Requirement Overrides

Override Academic Requirement for Student

Real Estate Minor: Four courses from following list: FNCE 127, 128, 129, 143, ECON 156 and ENVS 128 Adjust Course Count Override 03/07/2023

Up Next

Student Records Manager

Approval by Student Records Manager
Due Date 03/09/2023

> Details and Process

Do Another

Edit Academic Requirement Override for Student
Override Academic Requirement for Student

If you click on the academic requirement, you will see the override status is "Pending Adjust Course Count Approval"

∨ Overrides

1 item

Override Type	Override Status	Current Number of Courses	New Number of Courses
Adjust Course Count	Pending Adjust Course Count Approval	4	3

10. Once the record analyst approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.
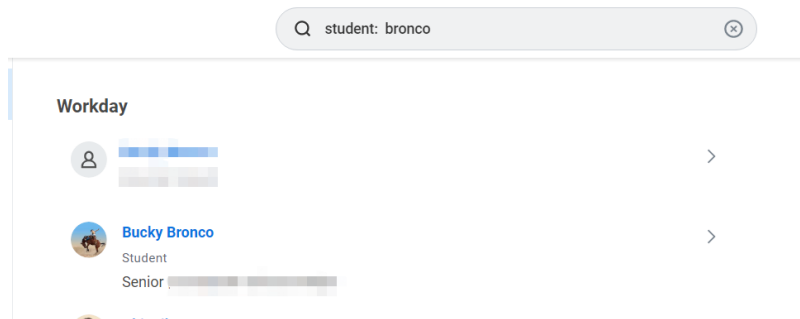
Notifications

Viewing: All   Sort By: Newest

From Last 30 Days

Core: LSB: Science Technology and Society Add Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
2 minute(s) ago

Communication Major: COMM 12 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
39 minute(s) ago

Communication Major: COMM 1 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Rescinded
47 minute(s) ago

Communication Major: COMM 1 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
50 minute(s) ago

Communication Major: COMM 1 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
54 minute(s) ago

Core: LSB: Science Technology and Society Add Course Override 03/07/2023

2 minute(s) ago

The request for a waiver/substitution that you initiated for ▮▮▮▮ has been approved. Please review the student's academic progress report for further details.

Details   Core: LSB: Science Technology and Society Add Course Override 03/07/2023

Real Estate Minor: FNCE 118	Satisfied	
Real Estate Minor: Four courses from following list: FNCE 127, 128, 129, 143, ECON 156 and ENVS 128 (Override Assigned)	In Progress	Minimum 2 Course(s)

Records: Initiating Academic Requirement Overrides

Adjust Units Process:

1. Department Chairs can begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name
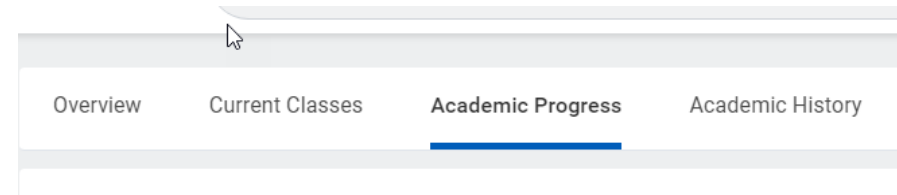

2. In the search results, click the appropriate name to access the student **Profile.**

3. Click **Academics** on the left-hand menu of the **Profile Menu.**
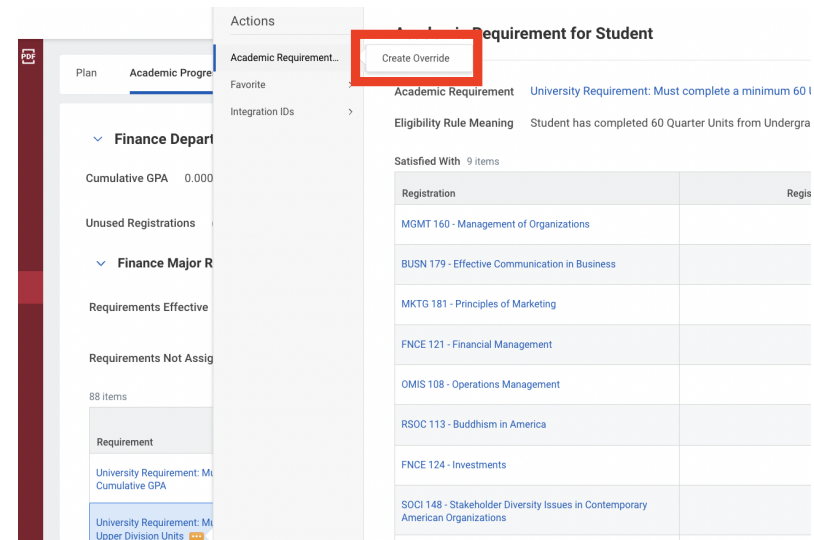

4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

Note: This can be only applied to requirements that require unit counts.

Records: Initiating Academic Requirement Overrides

6. From the options of **Override Type** choose **Adjust Units.**

7. In **New Units** enter the units to be adjusted.

8. Enter any comments and click submit

9. Once submitted, it will get re-routed to the record analysts for approval. This will be your confirmation notification.

Records: Initiating Academic Requirement Overrides

Override Academic Requirement for Student

Up Next: Student Records Manager | Approval by Student Records Manager | Due Date 03/05/2023

View Details

Edit Academic Requirement Override for Student

University Requirement: Must complete a minimum 60 Upper Division Units Adjust Units Override 03/07/2023 ...

Up Next

Student Records Manager

Approval by Student Records Manager
Due Date 03/09/2023

Do Another

Edit Academic Requirement Override for Student
Override Academic Requirement for Student

If you click on the academic requirement, you will see the override status is "Pending Adjust Units Approval"

Adjust Units	Pending Adjust Units Approval		60	59	Adjust units to 59 units per Chair Bronco

10. Once the record analyst approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.
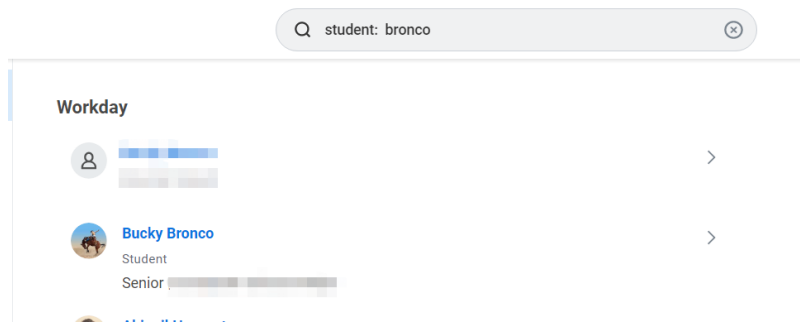

Notifications

Viewing: All   Sort By: Newest

From Last 30 Days

Core: LSB: Science Technology and Society Add Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
2 minute(s) ago

Communication Major: COMM 12 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
39 minute(s) ago

Communication Major: COMM 1 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Rescinded
47 minute(s) ago

Communication Major: COMM 1 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
50 minute(s) ago

Communication Major: COMM 1 Substitute Course Override 03/07/2023
Academic Requirement Override Event - Successfully Completed
54 minute(s) ago

Core: LSB: Science Technology and Society Add Course Override 03/07/2023

2 minute(s) ago

The request for a waiver/substitution that you initiated for [redacted] has been approved. Please review the student's academic progress report for further details.

Details   Core: LSB: Science Technology and Society Add Course Override 03/07/2023

Requirement	Status	Remaining	Registrations Used	Academic Period
University Requirement: Must have a minimum 2.000 Cumulative GPA ...	Satisfied			
University Requirement: Must complete a minimum 60 Upper Division Units (Override Assigned)	In Progress		MGMT 160 - Management of Organizations	Spring 2021 Quarter

Records: Initiating Academic Requirement Overrides
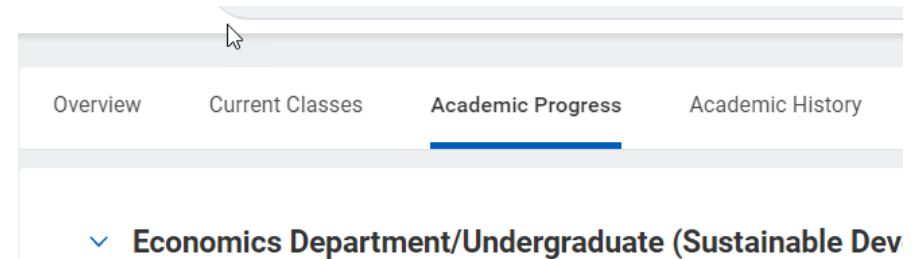
Waive Requirements Process:

1. Department chairs will begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name

2. In the search results, click the appropriate name to access the student Profile.
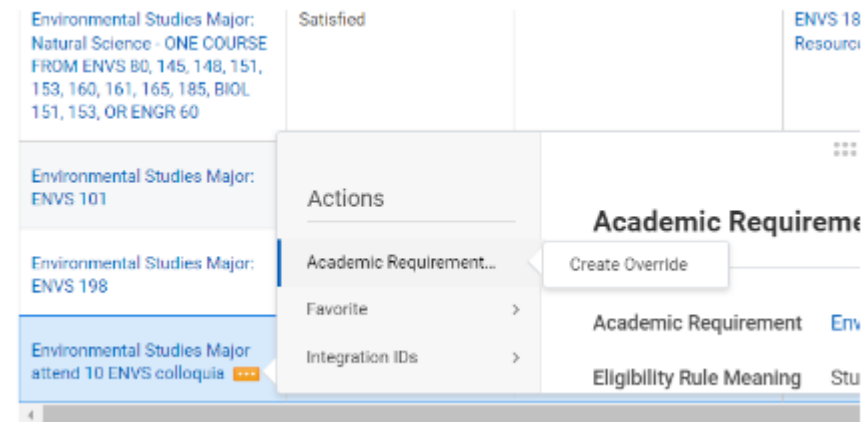

3. Click **Academics** on the left-hand menu of the **Profile Menu.**

4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.

5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.

6. From the options of **Override Type**, choose **Waive Requirement.**

Note that this override type will waive the entire requirement. If the requirements require more than one course and you want to waive some

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Records: Initiating Academic Requirement Overrides

units, do ADJUST UNITS. If you want to waive some courses, do ADJUST COURSE COUNT.

(2) *Milestone / Non-course Waiver: Completed the requirement per Chair Bronco*

7. Enter the reason for override in comments section and click Submit

(1) *Normal Course Waiver: Waive per Chair Bronco*

8. Once submitted, it will get re-routed to the record analysts for approval. This will be your confirmation notification.

Records: Initiating Academic Requirement Overrides

Override Academic Requirement for Student

Up Next: Student Records Manager Approval by Student Records Manager | Due Date 03/05/2023

View Details

If you click View Details:

Override Academic Requirement for Student Mathematics Major: One course from MATH 103 or 111 Waive Requirement Override 0

Up Next

Student Records Manager
Approval by Student Records Manager
Due Date 03/05/2023

Do Another

Edit Academic Requirement Override for Student
Override Academic Requirement for Student

› Details and Process

If you click on the academic requirement, you will see the override status is "pending approval"

View Academic Requirement for Student

Student	
Academic Requirement	Mathematics Major: One course from MATH 103 or 111
Eligibility Rule Meaning	Student has completed any of the following course(s): MATH 103 - Advanced Linear Algebra, MATH 111 - Abst Scheme), A+_SCU (SCU Standard Grading Scheme), B (SCU Standard Grading Scheme), B- (SCU Standard Grad Scheme), C+ (SCU Standard Grading Scheme), CR (SCU Standard Grading Scheme), D (SCU Standard Grading S
Sharing Restrictions	Mathematics Major: Four upper division MATH or CSCI Electives
	Mathematics Major: One course from MATH 101, 113, 122, 125, 141, 144, 146, 155, 166, 174, 176 OR 177
	Mathematics Major: One course from MATH MATH 102, 105 or 153
Status	Not Satisfied
Remaining	Minimum 1 Course(s)

∨ **Overrides**

1 item

Override Type	Override Status
Waive Requirement	Pending Waive Approval

10. Once the record analyst approves, you will receive a notification and you can reload the student profile to check that the Override has been assigned.

Records: Initiating Academic Requirement Overrides