

The University of Texas Rio Grande Valley™

PETITION FOR DEGREE REQUIREMENTS

Guidelines and Instructions

DEGREE AUDIT SYSTEMS AND SUPPORT

DIVISION OF STRATEGIC ENROLLMENT AND STUDENT AFFAIRS

2/12/2021

Petition for Degree Requirements Guidelines & Instructions

Table of Contents

Petitioning Degree Requirements Policy	2
Types of Petitions for Degree Requirements.....	3
Types of Requirements by Petition Type	3
Before Submitting a Petition.....	4
Instructions to Submit Petitions by Petition Type	6
Submitting a Course Substitution for Major	6
Submitting a Course Substitution for Minor.....	12
Submitting a Course Substitution for Core Curriculum	18
Submitting a Course Substitution for Teacher Certification Block	24
Submitting a General Waiver (Not Institutional)	30
Submitting a General Waiver (Institutional).....	36
Submitting a Core Waiver	42
Instructions to Approve Petitions	47
Email Notifications and Workflows.....	49
Email Notifications	49
General Workflow	50
Course Substitution Request Workflow.....	51
General Waiver Request Workflow	52
General Core Waiver Request Workflow.....	53
Frequently Asked Questions	54

Petition for Degree Requirements Guidelines & Instructions

Petitioning Degree Requirements Policy

Petitions are requests to modify degree requirements. Petitions are rare and should only occur under exceptional circumstances. Students may petition the University's general bachelor's degree requirements, major or minor requirements, or core curriculum requirements. Students seeking modifications to degree requirements must submit an online course substitution or waiver form, initiated by the student with the help of an academic advisor.

Petitioning a General Bachelor's Degree Requirement

Petitions to modifications of general bachelor's requirements are the rarest and only be submitted when the student has a strong rationale and can provide supporting documentation with the request. Petitions related to general bachelor's requirements require approval from the student's major department chair/school director, dean, and Associate Vice President for Curriculum and Institutional Assessment.

Petitioning a Core Curriculum Requirement

Petitions to core curriculum requirements, include but are not limited to, grade exceptions, course substitutions, and transfer credit. Petitions to core curriculum requirements require approval from the student's major department chair/school director, the dean of the college, and the Associate Provost for Student Success/Dean of the University College or designee.

Petitioning a Major or Minor Requirement

Petitions to major or minor requirements require approval from the department chair/school director and the dean of the college in which the major or minor is housed. Petitions to minor requirements are not approved by the student's major department. Petitions to major or minor requirements managed by the colleges are those that exceed minimum university requirements (e.g., the major requires a 2.5 GPA instead 2.0) and any unique requirement to the official major or minor (e.g., major admission and progression criteria). Petitions may also include requests to substitute required courses with alternate courses. Content of substituted courses must be consistent with approved degree/program requirements. Students should be prepared to provide supporting documentation for these requests, including but not limited to the course syllabus for the class taken and an official course description.

Petitioning a Teacher Education Requirement

Petition to teacher education requirements of degree plans leading to teacher licensure require approval of the dean of the College of Education and P-16 Integration after review by the student's major department and school/college.

Source: 2020 – 2021 Undergraduate Catalog

<http://utrgv.smartcatalogiq.com/2020-2021/2020-2021-Undergraduate-Catalog/Undergraduate-Degree-Information/Petitioning-Degree-Requirements>

Petition for Degree Requirements Guidelines & Instructions

Types of Petitions for Degree Requirements

There are 3 types of petitions for degree requirements that can be requested through the Petition for Degree Requirements portal: Course Substitution, General Waiver, and Core Waiver.

1. Course Substitution

- Petition to replace a required course in the degree plan using a course of similar content and learning outcomes.
- Course substitution petitions may be requested in the core curriculum, major, minor, and teacher certification block.
- Petitions in the major are approved by the Department Chair and College Dean of the Major. Petitions in the minor are approved by the Department Chair and College Dean of the Minor. Core Curriculum petitions are approved by the Department Chair and College Dean of the Major and the Associate Provost for Student Success/Dean of University College. Petitions in the teacher certification block are approved by the Department Chair and Dean of the College of Education and P-16 Integration.

2. General Waiver

- Petition to remove a requirement.
- General waiver petitions may be requested in the major, minor, teacher certification, for degree plan graduation requirements and institutional graduation requirements.
- Non-institutional petitions in the major and degree plan graduation requirement are approved by the Department Chair and College Dean of the Major, petitions in the minor are approved by the Department Chair and College Dean of the Minor, and petitions in the teacher certification are approved by the Department Chair and Dean of the College of Education and P-16 Integration.
- Institutional petitions of institutional graduation requirements are approved by the Department Chair and College Dean of the Major and Associate Vice President for Curriculum and Institutional Assessment.

3. Core Waiver

- Institutional petition to remove a requirement in the Core Curriculum. This type of petition is approved by Associate Provost for Student Success/Dean of University College.

Types of Requirements by Petition Type

The following list includes the type of requirements by petition type.

Course Substitutions in Major, Minor, and Teacher Certification

- Replace a required course
- Allow a course to fulfill a group of courses

Course Substitutions in Core Curriculum

- Replace a required course in a category
- Allow a course in a core curriculum category

Petition for Degree Requirements Guidelines & Instructions

General Waiver – Not Institutional

- Remove course(s) in the major, minor, teacher certification
- Remove degree plan graduation requirement(s)
- Reduce program advanced credit hours beyond the institutional requirements
- Remove a minimum grade requirement in major, minor, teacher certification
- Remove GPA requirement beyond institutional requirement in major, minor, teacher certification
- Remove concentration in major
- Remove minor in degree plan

General Waiver – Institutional

- Minimum 2.0 institutional GPA of major, minor, overall
- Minimum 42 advanced credit hours overall
- Minimum 30 credit hours in the major
- Minimum 15 advanced credit hours in the major
- Graduation under a specific catalog (expired catalog year)
- Re-Using a Course
- Graduate courses to fulfill undergraduate degree requirements
- Repeated course in degree plan except Core Curriculum

Core Curriculum Waiver

- Minimum core curriculum credit hours
- Minimum grade requirement for core categories 010 and 020
- Repeated Course in Core Curriculum

The following institutional degree requirements may **not be** considered for petition.

- Waiver of residency (25% of coursework taken in residence)
- Waiver of total number of credit hours required for the degree (120 chrs)
- Waiver of minimum advanced hours for UTRGV degree plans (exceptions may apply)
- Course substitutions of technical courses in lieu of academic courses (exceptions may apply)

Before Submitting a Petition

Before a petition is submitted, please review important details below.

- Confirm that course(s) to be substituted are listed (as required or optional) on the student's degree plan/DegreeWorks
- Confirm that course(s) that will substitute required course(s) are showing on the student's academic record/DegreeWorks
- As evaluated by the faculty on a case-by-case basis or determined through an academic agreement, lower-level courses MAY be substitute for upper-level. Lower-level credit will not count as upper-level credit and appropriate adjustments to the student's degree audit will be made, if appropriate; however, institutional requirement of a minimum of 42 advanced credits must be met. In addition, degree requirement of a minimum of 15 advanced credits in major must also be met.
- As evaluated by the faculty on a case-by-case basis or determined through an academic agreement, upper-level courses MAY be substitute for lower-level. Upper-level courses (3000

Petition for Degree Requirements Guidelines & Instructions

and 4000 level) can substitute lower-level courses (1000 and 2000 level). Upper-level credits will still count towards appropriate advanced credit requirements in the degree plan.

- When the credit hours of the allowed substitution are *less than* the credit hours of the required course, the credit hours will be reduced in the applicable degree audit block in DegreeWorks. The following institutional requirements must still be met:
 - Minimum of 120 chrs for the degree
 - 42 chrs in core curriculum
 - Minimum 30 chrs in major of which at least 15 must be advanced
- A waiver of a course will result on reducing the credit hours in the applicable degree audit block(s) in DegreeWorks. The following institutional requirements must still be met:
 - Minimum of 120 chrs for the degree
 - 42 chrs in core curriculum
 - Minimum 30 chrs in major of which at least 15 must be advanced
- The course substitution process should not be used to request approval of additional courses beyond degree requirements on the degree audit. Specifically, if a block/section on a degree audit has been fulfilled, substitutions will not be allowed.
- A petition may be closed without processing if:
 - Course information included on the petition does not match the student's record and/or degree plan/DegreeWorks.
 - Petition does not clearly indicate the requirement to be waived on the student's degree plan/DegreeWorks.

Petition for Degree Requirements Guidelines & Instructions

Instructions to Submit Petitions by Petition Type

Submitting a Course Substitution for Major

A course substitution is a petition to replace a required course in the degree plan using a course of similar content and learning outcomes. Petitions in the major are approved by the Department Chair and College Dean of the Major. Follow the steps below to submit a course substitution in the major.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

UTRGV Petition for Degree Requirements

Please Use your Credentials to Login

Username:

Password:

Remember me on this computer

[Login...](#)

Website created for Student Enrollment, UTRGV
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UTRGV Petition for Degree Requirements

Welcome, advisor3@utrgv.edu
[Logout](#)

[New Request](#) [My Requests](#) [Search Requests](#) [Instruction Manual](#)

[Submit New Request](#)

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID: [Get Data](#)

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

[Next](#)

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the Request Type field select Course Substitution option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="-Select-"/>
Student ID:	<input type="text" value="Course Substitution"/>
Student First Name:	<input type="text" value="General Waiver"/>
Student Last Name:	<input type="text" value="Core Waiver"/>
Student UTRGV Email:	<input type="text"/>
Student Classification	<input type="text" value="-Select-"/>
Student College	<input type="text" value="-Select-"/>
Student Major	<input type="text" value="-Select-"/>
Student Department	<input type="text" value="-Select-"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="-Select-"/>

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="Course Substitution"/>	
Student ID:	<input type="text" value="01234567"/>	<input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>	
Student Last Name:	<input type="text" value="Doe"/>	
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>	
Student Classification	<input type="text" value="Senior"/>	
Student College	<input type="text" value="Liberal Arts"/>	
Student Major	<input type="text" value="Sociology (RSOC)"/>	
Student Department	<input type="text" value="Sociology"/>	
Student Minor/Concentration (optional)	<input type="text" value="Psychology"/>	
Catalog Year:	<input type="text" value="2020-2021"/>	

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. Enter the course information that will replace the required course on the student’s degree plan as well as the required course to be replaced.

Course information that was previously taken or in progress includes **course subject and number, title, year and term taken, grade earned, if applicable, and credit hours.** If more than one course will be used to replace the required course on the student’s degree plan, then click on **+ Add extra course** and add additional course information.

Course information to be substituted requires **course subject and number, title, and course type.** On the **course type** field in the UTRGV Course to be Substituted box, select **Major.** A justification for the substitution must be included and be limited to 500 characters. Once all the fields are accurately completed, click on **Add Substitution.**

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

2016	▼	Fall	▼
SOCI 4383 - Independent Studies			
A		3	▼

+ Add extra course

UTRGV Course to be Substituted

SOCI 4333 - Social Theory	
Major	▼
Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.	

500 characters remaining

Select college/department if different from student's major college/department

Liberal Arts	▼
Sociology	▼

Add Substitution

Previous Next

Petition for Degree Requirements Guidelines & Instructions

Once the substitution has been added, then click **Next** to proceed to upload proper documentation.

[Submit New Request](#)

Step 2/4: Enter course substitution

Course previously taken

-Select Year- -Select Term-

Course, e.g. KINE 2310

Grade, e.g. B -Select Hours-

+ Add extra course

UTRGV Course to be Substituted

Course, e.g. KINE 2310

-Select Type-

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.

500 characters remaining

Select college/department if different from student's major college/department

Liberal Arts

Sociology

Add Substitution

Course(s) transferred in

Term	Course	Grade	Hours
2016 Fall	SOCI 4383	A	3

Course substitute for

Course	Type
SOCI 4333	Major

Student justification:

Enter justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A maximum of 500 characters allowed.

Delete



STEP 5. Upload supporting documents such as copy of course descriptions of all courses, course syllabus, student's DegreeWorks, transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

[Submit New Request](#)

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: Browse...

Upload

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 3:20:30 PM
Delete	DegreeWorks Sociology 2020	advisor3@utrgv.edu	2/7/2021 3:20:46 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 3:20:56 PM
Delete	Course Descriptions for SOCI 4333 and 4383	advisor3@utrgv.edu	2/7/2021 3:21:16 PM
Delete	SOCI 4383 Course Syllabus	advisor3@utrgv.edu	2/7/2021 3:22:56 PM




Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the department chair of the student's major will be displaying and if approver is accurate, then click on **Submit for Approval** to submit petition.

Submit New Request

Step 4/4: Submit for approval.

William Donner - (Request 41427)

 Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous

Submit for Approval

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information	Request & Workflow	Supporting Documents (5)
Form ID	33273	
Request Type	Course Substitution	
Student ID	01234567	
Student Name	John Doe	
Classification	SR	
Major	Sociology (RSOC)	
Department	Sociology	
College	Liberal Arts	
Minor/Concentration	Psychology	
Catalog Year	2020-2021	
Graduation Status		
Graduation Term		
Submission Status	Submitted	
Created Date	02/07/2021	
Created By	advisor3@utrgv.edu	

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2016 Fall	SOCI 4383	A	3	SOCI 4333	Major

Student Justification: Enter justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A maximum of 500 characters allowed.

Current Queue: Department

Completed Date:

Workflows Flow Path: Advisor > **Department** > Dean > Degree Audit Team

From:	advisor3@utrgv.edu - Advisor
To:	william.donner@utrgv.edu - Department
Decision:	
Decision by:	
Decision Justification:	

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 3:20:30 PM
DegreeWorks Sociology 2020	advisor3@utrgv.edu	2/7/2021 3:20:46 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 3:20:56 PM
Course Descriptions for SOCI 4333 and 4383	advisor3@utrgv.edu	2/7/2021 3:21:16 PM
SOCI 4383 Course Syllabus	advisor3@utrgv.edu	2/7/2021 3:22:56 PM

Petition for Degree Requirements Guidelines & Instructions

Submitting a Course Substitution for Minor

A course substitution in the minor is a petition to replace a required course in the minor using a course of similar content and learning outcomes. Petitions in the **minor** are approved by the Department Chair and College Dean of the **minor**. Follow the steps below to submit a course substitution in the **minor**.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

The screenshot shows the login interface for the UTRGV Petition for Degree Requirements portal. At the top, the UTRGV logo and the text "Petition for Degree Requirements" are displayed. Below this is a login box titled "Please Use your Credentials to Login". Inside the box, there are two input fields: "Username:" with the value "@utrgv.edu" and "Password:" with the placeholder "Password". There is a checked checkbox for "Remember me on this computer" and a blue "Login..." button. At the bottom of the page, there is a footer that reads: "Website created for Student Enrollment, UTRGV © Copyright 2016 - 2021. All Rights Reserved!"

The screenshot shows the "Submit New Request" form in the UTRGV Petition for Degree Requirements portal. The top navigation bar includes "New Request", "My Requests", "Search Requests", and "Instruction Manual". The user is logged in as "advisor3@utrgv.edu" with a "Logout" link. The form is titled "Step 1/4: Basic Information (All fields required)". It contains the following fields: "Request Type:" (dropdown menu, currently showing "-Select-"), "Student ID:" (text input with "Enter student ID" and a "Get Data" button), "Student First Name:" (text input), "Student Last Name:" (text input), "Student UTRGV Email:" (text input), "Student Classification:" (dropdown menu, currently showing "-Select-"), "Student College:" (dropdown menu, currently showing "-Select-"), "Student Major:" (dropdown menu, currently showing "-Select-"), "Student Department:" (dropdown menu, currently showing "-Select-"), "Student Minor/Concentration (optional):" (text input), and "Catalog Year:" (dropdown menu, currently showing "-Select-"). A blue "Next" button is located at the bottom of the form.

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the Request Type field select **Course Substitution** option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="-Select-"/>
Student ID:	<input type="text" value="Course Substitution"/>
Student First Name:	<input type="text" value="General Waiver"/>
Student Last Name:	<input type="text" value="Core Waiver"/>
Student UTRGV Email:	<input type="text"/>
Student Classification	<input type="text" value="-Select-"/>
Student College	<input type="text" value="-Select-"/>
Student Major	<input type="text" value="-Select-"/>
Student Department	<input type="text" value="-Select-"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="-Select-"/>

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="Course Substitution"/>	
Student ID:	<input type="text" value="01234567"/>	<input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>	
Student Last Name:	<input type="text" value="Doe"/>	
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>	
Student Classification	<input type="text" value="Junior"/>	
Student College	<input type="text" value="Liberal Arts"/>	
Student Major	<input type="text" value="Criminal Justice (RCRI)"/>	
Student Department	<input type="text" value="Criminal Justice"/>	
Student Minor/Concentration (optional)	<input type="text" value="Biology"/>	
Catalog Year:	<input type="text" value="2018-2019"/>	

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. Enter the course information that will replace the required course on the student's minor as well as the course to be replaced.

Course information that was previously taken or in-progress includes **course subject and number**, **title**, **year** and **term** taken, **grade earned**, if applicable, and **credit hours**. If more than one course will be used to replace the required course on the student's degree plan, then click on **+ Add extra course** and add additional course information.

Course information to be substituted includes **course subject and number**, **title**, and **course type**. On the **course type** field in the UTRGV Course to be Substituted box, select **Minor**. A justification for the substitution must be included and be limited to 500 characters.

Before adding the substitution, the college and department of the minor must be selected.

Once all the fields are accurately completed, click on **Add Substitution**.

[Submit New Request](#)

Step 2/4: Enter course substitution

Course previously taken

2018 Spring
BIOL 2301 - Anatomy & Physiology I
A 3

Hide extra course

Course previously taken (Optional. Only add extra course(s) if two or more courses are needed to substitute for one.)

Extra course 1:

2018 Spring
BIOL 2101 - Anatomy & Physiology I Lab
B 1

Extra course 2:

-Select Year- -Select Term-
Course, e.g. KINE 2310
Grade, e.g. B -Select hours-

UTRGV Course to be Substituted

BIOL 1406 General Biology I
Minor
Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.
500 characters remaining

Select college/department if different from student's major college/department

Science
Biology

Add Substitution

Select the College and the Department of the student's **minor** *before* adding the substitution.

Previous Next

Petition for Degree Requirements Guidelines & Instructions

Once the substitution has been added, then click **Next** to proceed to upload proper documentation.

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

-Select Year- -Select Term-

Course, e.g. KINE 2310

Grade, e.g. B -Select Hours-

+ Add extra course

UTRGV Course to be Substituted

Course, e.g. KINE 2310

-Select Type-

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.

500 characters remaining

Select college/department if different from student's major college/department

Liberal Arts

Criminal Justice

Add Substitution

Course(s) transferred in

Term	Course	Grade	Hours
2018 Spring	BIOL 2301	A	3
2018 Spring	BIOL 2101	B	1

Course substitute for

Course	Type
BIOL 1406 GENERAL BIOLOGY I	Minor

Student justification:

Enter justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters is allowed.

Delete

Previous **Next**

STEP 5. Upload supporting documents such as copy of course descriptions of all courses, course syllabus, student's DegreeWorks, transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: Browse...

Upload

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification	advisor3@utrgv.edu	2/7/2021 5:11:51 PM
Delete	BIOL 2301 & 2101 Course Syllabus	advisor3@utrgv.edu	2/7/2021 5:12:04 PM
Delete	DW CJ major with Biology minor 2018	advisor3@utrgv.edu	2/7/2021 5:12:40 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 5:12:56 PM
Delete	BIOL 1406, 2301, 2101 Course Descriptions	advisor3@utrgv.edu	2/7/2021 5:13:21 PM

Previous **Next**

Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the department chair of the student's major will be displaying and if approver is accurate, then click on **Submit for Approval** to submit petition.

Submit New Request

Step 4/4: Submit for approval.

Kristine Lowe - (Request 41428)

? Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous

Submit for Approval

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information	Request & Workflow	Supporting Documents (5)
Form ID	33274	
Request Type	Course Substitution	
Student ID	01234567	
Student Name	John Doe	
Classification	JR	
Major	Criminal Justice (RCRI)	
Department	Criminal Justice	
College	Liberal Arts	
Minor/Concentration	Biology	
Catalog Year	2018-2019	
Graduation Status		
Graduation Term		
Submission Status	Submitted	
Created Date	02/07/2021	
Created By	advisor3@utrgv.edu	

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2018 Spring	BIOL 2301	A	3	BIOL 1406 GENERAL BIOLOGY I	Minor
2018 Spring	BIOL 2101	B	1		

Student Justification: Enter justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters is allowed.

Current Queue: Department

Completed Date:

Workflows Flow Path: Advisor > **Department** > Dean > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: kristine.lowe@utrgv.edu - Department

Decision:

Decision by:

Decision Justification:

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification	advisor3@utrgv.edu	2/7/2021 5:11:51 PM
BIOL 2301 & 2101 Course Syllabus	advisor3@utrgv.edu	2/7/2021 5:12:04 PM
DW CJ major with Biology minor 2018	advisor3@utrgv.edu	2/7/2021 5:12:40 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 5:12:56 PM
BIOL 1406, 2301, 2101 Course Descriptions	advisor3@utrgv.edu	2/7/2021 5:13:21 PM

Petition for Degree Requirements Guidelines & Instructions

Submitting a Course Substitution for Core Curriculum

A course substitution is a petition to replace a required course in the **core curriculum** using a course of similar content and learning outcomes. Petitions in the core curriculum are approved by the Associate Provost for Student Success & Dean of University College. Follow the steps below to submit a course substitution in the core curriculum.

Please Note: If the intent of the substitution is to only be applied in the **MAJOR SPECIFIC** core curriculum course(s), then the petition must be a Major request type.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

The screenshot displays the UTRGV Petition for Degree Requirements portal. At the top, the UTRGV logo and the text "Petition for Degree Requirements" are visible. Below this is a login form titled "Please Use your Credentials to Login". The login form includes fields for "Username:" (with a dropdown menu showing "@utrgv.edu") and "Password:" (with a password icon). There is a checkbox for "Remember me on this computer" and a "Login..." button. Below the login form, there is a footer that reads "Website created for Student Enrollment, UTRGV © Copyright 2016 - 2021. All Rights Reserved!".

Below the footer, there is a navigation bar with the UTRGV logo and the text "Petition for Degree Requirements". In the top right corner of this bar, there is a user profile icon with the text "Welcome, advisor3@utrgv.edu!" and a "Logout" button. Below the navigation bar, there is a menu with the following items: "> New Request", "My Requests", "Search Requests", and "Instruction Manual".

Below the menu, there is a "Submit New Request" link. Below this link, there is a form titled "Step 1/4: Basic Information (All fields required)". The form includes the following fields:

- Request Type: -Select-
- Student ID: Enter student ID (with a "Get Data" button)
- Student First Name: [Text Input]
- Student Last Name: [Text Input]
- Student UTRGV Email: [Text Input]
- Student Classification: -Select-
- Student College: -Select-
- Student Major: -Select-
- Student Department: -Select-
- Student Minor/Concentration (optional): [Text Input]
- Catalog Year: -Select-

At the bottom of the form, there is a "Next" button.

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the **Request Type** field select **Course Substitution** option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="-Select-"/>
Student ID:	<input type="text" value="Course Substitution"/>
Student First Name:	<input type="text" value="General Waiver"/>
Student Last Name:	<input type="text" value="Core Waiver"/>
Student UTRGV Email:	<input type="text"/>
Student Classification	<input type="text" value="-Select-"/>
Student College	<input type="text" value="-Select-"/>
Student Major	<input type="text" value="-Select-"/>
Student Department	<input type="text" value="-Select-"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="-Select-"/>

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="Course Substitution"/>	
Student ID:	<input type="text" value="01234567"/>	<input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>	
Student Last Name:	<input type="text" value="Doe"/>	
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>	
Student Classification	<input type="text" value="Freshman"/>	
Student College	<input type="text" value="Health Professionals"/>	
Student Major	<input type="text" value="Kinesiology (RKIN)"/>	
Student Department	<input type="text" value="Health & Human Performance"/>	
Student Minor/Concentration (optional)	<input type="text" value="Coaching"/>	
Catalog Year:	<input type="text" value="2019-2020"/>	

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. Enter the course information that will replace the required course(s) on the student's core curriculum as well as the course(s) to be replaced.

Course information that was previously taken includes **course subject and number, title, year and term** taken, **grade earned**, and **credit hours**. If more than one course will be used to replace the required course on the student's core curriculum, then click on **+ Add extra course** and add information.

Course information to be substituted includes **course subject and number, title, and course type**. On the **course type** field in the UTRGV Course to be Substituted box, select **Major**. A justification for the substitution must be included and limited to 500 characters.

Please Note: If the intent of the substitution is to only be applied in the MAJOR SPECIFIC core curriculum course(s), then the petition must be with a Major request type.

Once all the fields are accurately completed, click on **Add Substitution**.

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

2015	Summer 1
CHEM 2301 - Analytical Chemistry	
3	3

+ Add extra course

UTRGV Course to be Substituted

CHEM 1311 - General Chemistry I

Core Course

Enter the justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters are allowed.

308 characters remaining

Select college/department if different from student's major college/department

Health Professionals

Health & Human Performance

Add Substitution

Previous

Next

Petition for Degree Requirements Guidelines & Instructions

Once the substitution has been added, then click **Next** to proceed to upload proper documentation.

[Submit New Request](#)

Step 2/4: Enter course substitution

Course previously taken

-Select Year- -Select Term-

Course, e.g. KINE 2310

Grade, e.g. B -Select Hours-

+ Add extra course

UTRGV Course to be Substituted

Course, e.g. KINE 2310

-Select Type-

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.

500 characters remaining

Select college/department if different from student's major college/department

Health Professionals

Health & Human Performance

Add Substitution

Course(s) transferred in

Term	Course	Grade	Hours
2015 SS1	CHEM 2301	3	3

Course substitute for

Course	Type
CHEM 1311	Core

Student justification:

Enter the justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters are allowed.

[Delete](#)



STEP 5. Upload supporting documents such as copy of course descriptions of all courses, course syllabus, student's DegreeWorks, transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

[Submit New Request](#)

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: Browse...

Upload

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 6:06:13 PM
Delete	DegreeWorks Kinesiology 2019	advisor3@utrgv.edu	2/7/2021 6:06:32 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 6:06:50 PM
Delete	Course Descriptions CHEM 1311 & CHEM 2302	advisor3@utrgv.edu	2/7/2021 6:07:12 PM
Delete	CHEM 2302 Course Syllabus	advisor3@utrgv.edu	2/7/2021 6:07:29 PM



Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the department chair of the student’s major will be displaying and if approver is accurate, then click on **Submit for Approval** to submit petition.

Submit New Request

Step 4/4: Submit for approval.

Zelma Mata - (Request 41429)

? Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous

Submit for Approval

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information	Request & Workflow	Supporting Documents (5)
Form ID	33275	
Request Type	Course Substitution	
Student ID	01234567	
Student Name	John Doe	
Classification	FR	
Major	Kinesiology (RKIN)	
Department	Health & Human Performance	
College	Health Professionals	
Minor/Concentration	Coaching	
Catalog Year	2019-2020	
Graduation Status		
Graduation Term		
Submission Status	Submitted	
Created Date	02/07/2021	
Created By	advisor3@utrgv.edu	

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2015 SS1	CHEM 2301	3	3	CHEM 1311	Core

Student Justification: Enter the justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters are allowed.

Current Queue: Department

Completed Date:

Workflows Flow Path: Advisor > Department > Dean > Academic/Health Affairs > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: zelma.mata@utrgv.edu - Department

Decision:

Decision by:

Decision Justification:

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Supporting Documents

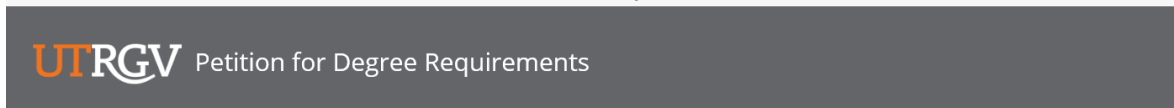
Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 6:06:13 PM
DegreeWorks Kinesiology 2019	advisor3@utrgv.edu	2/7/2021 6:06:32 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 6:06:50 PM
Course Descriptions CHEM 1311 & CHEM 2302	advisor3@utrgv.edu	2/7/2021 6:07:12 PM
CHEM 2302 Course Syllabus	advisor3@utrgv.edu	2/7/2021 6:07:29 PM

Petition for Degree Requirements Guidelines & Instructions

Submitting a Course Substitution for Teacher Certification Block

A course substitution is a petition to replace a required course in the Teacher Certification block using a course of similar content and learning outcomes. Petitions in the Teacher Certification block are approved by the Department chair and Dean of the College Education and P-16 Integration. Follow the steps below to submit a course substitution in the Teacher Certification Block.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.



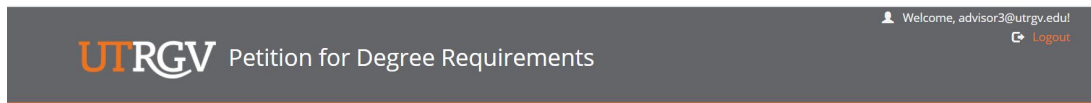
Please Use your Credentials to Login

Username:

Password:

Remember me on this computer

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[Submit New Request](#)

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID:

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the Request Type field select **Course Substitution** option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="-Select-"/>
Student ID:	<input type="text" value="Course Substitution"/>
Student First Name:	<input type="text" value="General Waiver"/>
Student Last Name:	<input type="text" value="Core Waiver"/>
Student UTRGV Email:	<input type="text"/>
Student Classification	<input type="text" value="-Select-"/>
Student College	<input type="text" value="-Select-"/>
Student Major	<input type="text" value="-Select-"/>
Student Department	<input type="text" value="-Select-"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="-Select-"/>

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="Course Substitution"/>	
Student ID:	<input type="text" value="01234567"/>	<input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>	
Student Last Name:	<input type="text" value="Doe"/>	
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>	
Student Classification	<input type="text" value="Junior"/>	
Student College	<input type="text" value="Liberal Arts"/>	
Student Major	<input type="text" value="Spanish (RSPA)"/>	
Student Department	<input type="text" value="Writing & Language Studies"/>	
Student Minor/Concentration (optional)	<input type="text" value="Teacher Certification"/>	
Catalog Year:	<input type="text" value="2019-2020"/>	

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. Enter the course information that will replace the required course(s) on the Teacher Certification block as well as the required course(s) to be replaced.

Course information that was previously taken/in-progress includes **course subject and number**, **title**, **year** and **term** taken, **grade earned**, if applicable, and **credit hours**. If more than one course will be used to replace the required course on the student's degree plan, then click on **+ Add extra course** and add information.

Course information to be substituted includes **course subject and number**, **title**, and **course type**. On the **course type** field in the UTRGV Course to be Substituted box, select **Major**. A justification for the substitution must be included and be limited to 500 characters.

Please Note: Before adding the substitution, the college and department of the Teacher Certification block must be selected.

Once all the fields are accurately completed, click **Add Substitution**.

Submit New Request

Step 2/4: Enter course substitution

Course previously taken

2016 Spring

EDUC 1301 - Intro Teaching Prof

B 3

+ Add extra course

UTRGV Course to be Substituted

EDFR 2301 - Intercultural Context

Major

Enter the justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters are allowed.

308 characters remaining

Select college/department if different from student's major college/department

Education and P-16 Integration

Teaching & Learning

Add Substitution

Select the College and the Department of the **Teacher Certification** block **before** adding the substitution.

Previous Next

Petition for Degree Requirements Guidelines & Instructions

Once the substitution has been added, then click **Next** to proceed to upload proper documentation.

[Submit New Request](#)

Step 2/4: Enter course substitution

Course previously taken

-Select Year- -Select Term-

Course, e.g. KINE 2310

Grade, e.g. B -Select Hours-

+ Add extra course

UTRGV Course to be Substituted

Course, e.g. KINE 2310

-Select Type-

Please enter the justification here. This should include why the course(s) previously taken (whether at UTRGV or another institution) should be considered for substitution of the required course at UTRGV. Please limit to 500 characters.

500 characters remaining

Select college/department if different from student's major college/department

Liberal Arts

Writing & Language Studies

Add Substitution

Course(s) transferred in

Term	Course	Grade	Hours
2016 Spring	EDUC 1301	B	3

Course substitute for

Course	Type
EDFR 2301	Major

Student justification:

Enter the justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters are allowed.

[Delete](#)



STEP 5. Upload supporting documents such as copy of course descriptions of all courses, course syllabus, student's DegreeWorks, transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

[Submit New Request](#)

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: Browse...

Upload

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 6:55:34 PM
Delete	DegreeWorks Spanish Teacher Cert 2019	advisor3@utrgv.edu	2/7/2021 6:55:54 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 6:56:05 PM
Delete	Course Description for EDFR 2301 & EDUC 1301	advisor3@utrgv.edu	2/7/2021 6:56:47 PM
Delete	EDUC 1301 Course Syllabus	advisor3@utrgv.edu	2/7/2021 6:57:44 PM




Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the department chair of the Teacher Certification block will be displaying and if approver is accurate, then click on **Submit for Approval** to submit petition.

Submit New Request

Step 4/4: Submit for approval.

James Jupp - (Request 41430)

 Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

[Previous](#) [Submit for Approval](#)

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information	Request & Workflow	Supporting Documents (5)
Form ID	33276	
Request Type	Course Substitution	
Student ID	01234567	
Student Name	John Doe	
Classification	JR	
Major	Spanish (RSPA)	
Department	Writing & Language Studies	
College	Liberal Arts	
Minor/Concentration	Teacher Certification	
Catalog Year	2019-2020	
Graduation Status		
Graduation Term		
Submission Status	Submitted	
Created Date	02/07/2021	
Created By	advisor3@utrgv.edu	

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2016 Spring	EDUC 1301	B	3	EDFR 2301	Major

Student Justification: Enter the justification here. This should include why the course(s) previously taken should be considered for substitution of the required course at UTRGV. A max of 500 characters are allowed.

Current Queue: Department

Completed Date:

Workflows Flow Path: Advisor > Department > Dean > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: james.jupp@UTRGV.edu - Department

Decision:

Decision by:

Decision Justification:

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(5\)](#)

Supporting Documents

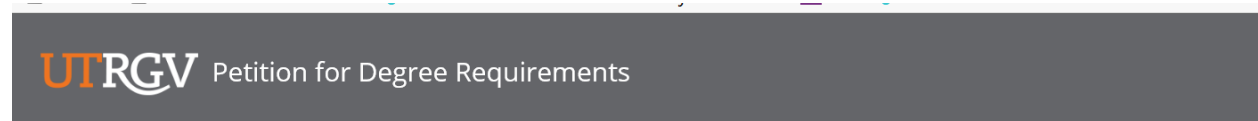
Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 6:55:34 PM
DegreeWorks Spanish Teacher Cert 2019	advisor3@utrgv.edu	2/7/2021 6:55:54 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 6:56:05 PM
Course Description for EDFR 2301 & EDUC 1301	advisor3@utrgv.edu	2/7/2021 6:56:47 PM
EDUC 1301 Course Syllabus	advisor3@utrgv.edu	2/7/2021 6:57:44 PM

Petition for Degree Requirements Guidelines & Instructions

Submitting a General Waiver (Not Institutional)

A general waiver is a petition to eliminate a requirement in a degree plan. Non-institutional petitions in the major and degree plan requirement are approved by the department chair and College Dean of the major, petitions in the minor are approved by the department chair and the College Dean of the Minor, petitions in the teacher certification are approved by the department chair and Dean of the College of Education and P-16 Integration. Follow the steps below to submit a general waiver (not institutional).

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.



Please Use your Credentials to Login

Username:

Password:

Remember me on this computer

Website created for Student Enrollment, UTRGV
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UTRGV Petition for Degree Requirements Welcome, advisor3@utrgv.edu! Logout

> [New Request](#) [My Requests](#) [Search Requests](#) [Instruction Manual](#)

[Submit New Request](#)

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID:

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the Request Type field select **General Waiver** option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<div style="border: 1px solid black; padding: 2px;"><p>-Select-</p><p>Course Substitution</p><p>General Waiver</p><p>Core Waiver</p><p>Enter Student ID</p></div>
Student ID:	<input type="text"/>
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Student UTRGV Email:	<input type="text"/>
Student Classification	<input type="text" value="-Select-"/>
Student College	<input type="text" value="-Select-"/>
Student Major	<input type="text" value="-Select-"/>
Student Department	<input type="text" value="-Select-"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="-Select-"/>

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="General Waiver"/>
Student ID:	<input type="text" value="0123456"/> <input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>
Student Last Name:	<input type="text" value="Doe"/>
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>
Student Classification	<input type="text" value="Junior"/>
Student College	<input type="text" value="Engineering and Computer Science"/>
Student Major	<input type="text" value="Mechanical Engineering (RMEC)"/>
Student Department	<input type="text" value="Mechanical Engineering"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="2015-2016"/>

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. In the **Waiver Requirement Type** field select **Not Institutional Requirement**.

[Submit New Request](#)

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

[Previous](#) [Next](#)

In the **institutional requirement** box type the requirement to be waived. **DO NOT leave field blank.** Not institutional requirement includes removal of a requirement in the major, minor, teacher certification, and degree plan graduation requirement. Include a detailed justification explaining why the requirement should be waived.

Once all the fields are accurately completed, click Next to proceed to upload proper documentation.

[Submit New Request](#)

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

[Previous](#) [Next](#)

Please Note: for waivers in the minor, the college and department of the minor should be selected.

[Submit New Request](#)

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

[Previous](#) [Next](#)

Petition for Degree Requirements Guidelines & Instructions

Please Note: for waivers in the Teacher Certification block, the College of Education and P-16 Integration and department of Teaching and Learning should be selected.

Submit New Request

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

Previous Next

STEP 5. Upload supporting documents such as copy of student's DegreeWorks, unofficial transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** verify approver(s) and complete submission.

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file:

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
Delete	DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

Previous Next

Petition for Degree Requirements Guidelines & Instructions


STEP 6. In this step the department chair of major will be displaying and if approver is accurate, click **Submit for Approval** to submit petition.

Please Note: if on previous step the college and department of minor *or* the College of Education and P-16 Integration and department of Teaching and Learning were selected, then the appropriate approver will display.

Submit New Request

Step 4/4: Submit for approval.

Robert Freeman - (Request 41431)

 Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous **Submit for Approval**

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information		Request & Workflow	Supporting Documents (3)
Form ID	33277		
Request Type	General Waiver		
Student ID	0123456		
Student Name	John Doe		
Classification	JR		
Major	Mechanical Engineering (RMEC)		
Department	Mechanical Engineering		
College	Engineering and Computer Science		
Minor/Concentration			
Catalog Year	2015-2016		
Graduation Status			
Graduation Term			
Submission Status	Submitted		
Created Date	02/07/2021		
Created By	advisor3@utrgv.edu		

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(3\)](#)

Institutional Requirement: None Institutional Requirement Major Specific Core Curriculum Requirement

Student Justification: Enter the justification here. This should include why requirement should be waived.

Current Queue: Department

Completed Date:

Workflows **Flow Path:** Advisor > Department > Dean > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: robert.freeman@utrgv.edu - Department

Decision:

Decision by:

Decision Justification:

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(3\)](#)

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

Petition for Degree Requirements Guidelines & Instructions

Submitting a General Waiver (Institutional)

A general waiver is a petition to remove a requirement in a degree plan. Institutional petitions of institutional graduation requirements are approved by the department chair and college dean of the major and the Associate Vice President for Curriculum and Institutional Assessment. Follow the steps below to submit a general waiver (not institutional).

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

UTRGV Petition for Degree Requirements

Please Use your Credentials to Login

Username: @utrgv.edu

Password: Password

Remember me on this computer

Login...

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UTRGV Petition for Degree Requirements

Welcome, advisor3@utrgv.edu Logout

> New Request My Requests Search Requests Instruction Manual

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type: -Select-

Student ID: Enter student ID Get Data

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification: -Select-

Student College: -Select-

Student Major: -Select-

Student Department: -Select-

Student Minor/Concentration (optional):

Catalog Year: -Select-

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the Request Type field select **General Waiver** option in the drop-down menu.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #007bff; color: white; padding: 2px;">-Select-</div><div style="padding: 2px;">Course Substitution</div><div style="border: 2px solid red; padding: 2px;">General Waiver</div><div style="padding: 2px;">Core Waiver</div><div style="padding: 2px;">Enter Student ID</div></div>
Student ID:	<input type="text"/>
Student First Name:	<input type="text"/>
Student Last Name:	<input type="text"/>
Student UTRGV Email:	<input type="text"/>
Student Classification	<input type="text" value="-Select-"/>
Student College	<input type="text" value="-Select-"/>
Student Major	<input type="text" value="-Select-"/>
Student Department	<input type="text" value="-Select-"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="-Select-"/>

Next

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

Submit New Request

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="General Waiver"/>
Student ID:	<input type="text" value="0123456"/> <div style="border: 2px solid red; padding: 2px; margin-left: 10px;">Get Data</div>
Student First Name:	<input type="text" value="John"/>
Student Last Name:	<input type="text" value="Doe"/>
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>
Student Classification	<input type="text" value="Junior"/>
Student College	<input type="text" value="Engineering and Computer Science"/>
Student Major	<input type="text" value="Mechanical Engineering (RMEC)"/>
Student Department	<input type="text" value="Mechanical Engineering"/>
Student Minor/Concentration (optional)	<input type="text"/>
Catalog Year:	<input type="text" value="2015-2016"/>

Next

Petition for Degree Requirements Guidelines & Instructions

STEP 4. In the **Waiver Requirement Type** field select **Institutional Requirement**.

Submit New Request

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please Select:
Institutional Requirement
Not Institutional Requirement

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Engineering and Computer Science

Department:

Mechanical Engineering

Previous Next

In the **institutional requirement** box type the requirement to be waived. **DO NOT leave field blank.** Institutional Requirement includes elimination of a requirement for all students regardless of their major/minor. Include a detailed justification explaining why the requirement should be waived.

Once all the fields are accurately completed, click Next to proceed to upload proper documentation.

Submit New Request

Step 2/4: Enter course waiver

Waiver Requirement Type:

Institutional Requirement

Please specify if institutional requirement:

2.0 Major GPA

Student justification:

Enter the justification here. This should include why the requirement should be waived.

Select college/department if different from student's major college/department

College:

Engineering and Computer Science

Department:

Mechanical Engineering

Previous Next

Petition for Degree Requirements Guidelines & Instructions

Please Note: for waivers in the minor, the college and department of the minor should be selected.

[Submit New Request](#)

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

[Previous](#) [Next](#)

STEP 5. Upload supporting documents such as copy of student's DegreeWorks, unofficial transcripts(s), and additional information regarding the justification. Once documents are uploaded, click **Next** verify approver(s) and complete submission.

[Submit New Request](#)

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: [Browse...](#)

[Upload](#)

Once you've filled in the file description and selected a file, click "Upload."

⚠ Allowed file types:
.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
Delete	DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

[Previous](#) [Next](#)

Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the department chair of major will be displaying and if approver is accurate, click **Submit for Approval** to submit petition.

Please Note: if on previous step the college and department of minor was selected, then the appropriate approver will display.

Submit New Request

Step 4/4: Submit for approval.

Robert Freeman - (Request 41431)

 Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous

Submit for Approval

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information	Request & Workflow	Supporting Documents (3)
Form ID	33277	
Request Type	General Waiver	
Student ID	0123456	
Student Name	John Doe	
Classification	JR	
Major	Mechanical Engineering (RMEC)	
Department	Mechanical Engineering	
College	Engineering and Computer Science	
Minor/Concentration		
Catalog Year	2015-2016	
Graduation Status		
Graduation Term		
Submission Status	Submitted	
Created Date	02/07/2021	
Created By	advisor3@utrgv.edu	

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(3\)](#)

Institutional Requirement: None Institutional Requirement Major Specific Core Curriculum Requirement

Student Justification: Enter the justification here. This should include why requirement should be waived.

Current Queue: Department

Completed Date:

Workflows **Flow Path:** Advisor > Department > Dean > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: robert.freeman@utrgv.edu - Department

Decision:

Decision by:

Decision Justification:

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(3\)](#)

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

Petition for Degree Requirements Guidelines & Instructions

Submitting a Core Waiver

A core waiver is a petition to remove a requirement in the Core Curriculum. Institutional petitions of institutional graduation requirements are approved by the Associate Provost for Student Success and Dean of University College. Follow the steps below to submit a core waiver.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials. Once you logged in, the request form will be displayed.

The screenshot shows the UTRGV Petition for Degree Requirements portal. At the top, there is a dark header with the UTRGV logo and the text "Petition for Degree Requirements". Below this is a login form titled "Please Use your Credentials to Login". The form includes fields for "Username:" (with a dropdown menu showing "@utrgv.edu") and "Password:" (with a password icon). There is a checkbox for "Remember me on this computer" and a blue "Login..." button.

Below the login form, there is a footer that reads: "Website created for Student Enrollment, UTRGV © Copyright 2016 - 2021. All Rights Reserved!"

The main content area shows the user is logged in as "adviser3@utrgv.edu" with a "Logout" link. Below the header is a navigation bar with links for "New Request", "My Requests", "Search Requests", and "Instruction Manual". The "Submit New Request" link is highlighted.

The "Step 1/4: Basic Information (All fields required)" section contains the following form fields:

- Request Type: -Select-
- Student ID: Enter student ID (with a "Get Data" button)
- Student First Name: [Text Input]
- Student Last Name: [Text Input]
- Student UTRGV Email: [Text Input]
- Student Classification: -Select-
- Student College: -Select-
- Student Major: -Select-
- Student Department: -Select-
- Student Minor/Concentration (optional): [Text Input]
- Catalog Year: -Select-

A blue "Next" button is located at the bottom of the form.

Petition for Degree Requirements Guidelines & Instructions

STEP 2. In the Request Type field select **Core Waiver** option in the drop-down menu.

[Submit New Request](#)

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="Core Waiver"/>	▼
Student ID:	<input type="text" value="0123456"/>	<input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>	
Student Last Name:	<input type="text" value="Doe"/>	
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>	
Student Classification	<input type="text" value="Junior"/>	▼
Student College	<input type="text" value="Health Professionals"/>	▼
Student Major	<input type="text" value="Kinesiology (RKIN)"/>	▼
Student Department	<input type="text" value="Health & Human Performance"/>	▼
Student Minor/Concentration (optional)	<input type="text" value="Graphic Design"/>	
Catalog Year:	<input type="text" value="2019-2020"/>	▼

STEP 3. Type the student's ID in the **Student ID** field and click on **Get Data**. This action will auto-populate the student's information fields such as first and last name, email address, classification, college, major, department, and catalog year. The Minor/Concentration field must be completed by typing the information, if applicable. Once all information has been verified, click **Next**.

[Submit New Request](#)

Step 1/4: Basic Information (All fields required)

Request Type:	<input type="text" value="Core Waiver"/>	▼
Student ID:	<input type="text" value="0123456"/>	<input type="button" value="Get Data"/>
Student First Name:	<input type="text" value="John"/>	
Student Last Name:	<input type="text" value="Doe"/>	
Student UTRGV Email:	<input type="text" value="john.doe@utrgv.edu"/>	
Student Classification	<input type="text" value="Junior"/>	▼
Student College	<input type="text" value="Health Professionals"/>	▼
Student Major	<input type="text" value="Kinesiology (RKIN)"/>	▼
Student Department	<input type="text" value="Health & Human Performance"/>	▼
Student Minor/Concentration (optional)	<input type="text" value="Graphic Design"/>	
Catalog Year:	<input type="text" value="2019-2020"/>	▼

Petition for Degree Requirements Guidelines & Instructions

STEP 4. In the **institutional requirement** box include the requirement to be waived. **DO NOT leave field blank.** Include a detailed justification explaining why the requirement should be waived.

Once all the fields are accurately completed, click **Next** to proceed to upload proper documentation.

Submit New Request

Step 2/4: Enter course waiver

Waiver Requirement Type:

Please specify if institutional requirement:

Student justification:

Select college/department if different from student's major college/department

College:

Department:

[Previous](#) [Next](#)

STEP 5. Upload supporting documents such as copy of student's DegreeWorks, unofficial transcripts(s), and additional information regarding the justification.

Once documents are uploaded, click **Next** to verify approver(s) and complete submission.

Submit New Request

Step 3/4: Upload supporting document(s). These may include a course syllabus, Catalog course description, unofficial transcript, etc

File description:

Browse file: [Browse...](#)

[Upload](#)

Once you've filled in the file description and selected a file, click "Upload."

Allowed file types:

.doc .docx .gif .jpg .pdf .png .xls .xlsx

	Document	Uploaded By	Uploaded Date
Delete	Additional Justification Information	advisor3@utrgv.edu	2/7/2021 7:19:16 PM
Delete	DegreeWorks Mechanical Engineering	advisor3@utrgv.edu	2/7/2021 7:19:39 PM
Delete	Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 7:19:49 PM

[Previous](#) [Next](#)

Petition for Degree Requirements Guidelines & Instructions

STEP 6. In this step the approver is the Associate Provost for Student Success and Dean of University College, click **Submit for Approval** to submit petition.

Submit New Request

Step 4/4: Submit for approval.

Jonikka Charlton - (Request 41432)

 Note: if you don't see an approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Previous

Submit for Approval

Once petition has been submitted, details of the request will be displayed in 3 different tabs: Student Information, Request & Workflow, and Supporting Documents.

Request Details

Student Information	Request & Workflow	Supporting Documents (3)
Form ID	33278	
Request Type	Core Waiver	
Student ID	0123456	
Student Name	John Doe	
Classification	JR	
Major	Kinesiology (RKIN)	
Department	Health & Human Performance	
College	Health Professionals	
Minor/Concentration	Graphic Design	
Catalog Year	2019-2020	
Graduation Status		
Graduation Term		
Submission Status	Submitted	
Created Date	02/07/2021	
Created By	advisor3@utrgv.edu	

Petition for Degree Requirements Guidelines & Instructions

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(3\)](#)

Institutional Requirement: Core Waiver Minimum grade of C in Core Category 020 - Mathematics

Student Justification: Enter the justification here. This should include why the requirement should be waived.

Current Queue: Academic Affairs

Completed Date:

Workflows **Flow Path:** Advisor > Academic/Health Affairs > Degree Audit Team

From: advisor3@utrgv.edu - Advisor

To: jonikka.charlton@utrgv.edu - Academic Affairs

Decision:

Decision by:

Decision Justification:

Request Details

[Student Information](#)
[Request & Workflow](#)
[Supporting Documents \(3\)](#)

Supporting Documents

Document	Uploaded By	Uploaded Date
Additional Justification Information	advisor3@utrgv.edu	2/7/2021 8:42:08 PM
DegreeWorks	advisor3@utrgv.edu	2/7/2021 8:42:29 PM
Unofficial Transcript	advisor3@utrgv.edu	2/7/2021 8:42:41 PM

Petition for Degree Requirements Guidelines & Instructions

Instructions to Approve Petitions

Academic department chairs, college Deans, and Associate Provost for Student Success/University College Dean and Associate Vice President for Curriculum and Institutional Assessment are designated as approvers of petitions. Follow the steps below to approve petitions.

STEP 1. Login to the Petition for Degree Requirements portal using your UTRGV credentials.

UTRGV Petition for Degree Requirements

Please Use your Credentials to Login

Username:

Password:

Remember me on this computer

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STEP 2. Once you logged in, the list of pending requests will be displayed. To view the details and process a request, click **Select**.

Requests pending approval, click Select to view details

	ID	Request Type	SID	Student Name	Major	Department	Catalog Year	Submitted By	Date Submitted
Select	34572	Course Substitution	01234567	Jane Doe	Primary Major	Department	2020-2021	advisor@utrgv.edu	1/13/2021
Select	34673	Course Substitution	01234567	Jane Doe	Primary Major	Department	2017-2018	advisor@utrgv.edu	1/19/2021
Select	34943	Course Substitution	01234567	John Doe	Primary Major	Department	2019-2020	advisor3@utrgv.edu	2/10/2021

Petition for Degree Requirements Guidelines & Instructions

STEP 3. Click the **Make a Decision** button to process the request and a new popup window will display.

View Request Details and Workflows

Form ID	34943
Request Type	Course Substitution
Student ID	01234567
Student Name	John Doe
Classification	JR
Major	Primary Major
Department	Department
College	College
Minor/ Concentration	
Catalog Year	2019-2020
Graduation Status	
Graduation Term	
Submitted Date	02/10/2021
Submitted By	advisor3

Request & Workflows | Supporting Documents (0)

Course(s) Transferred in				Course Substitute for	
Term	Course	Grade	Hours	Course	Type
2016 SS1	Course I	A	3	Course	Major

Student Justification: This is a test.

Current User: approver@utrgv.edu

Current Queue: Department

Completed Date:

Make a Decision Flow Path: Advisor > Department > Dean > Degree Audit Team

Queue: approver@utrgv.edu - Department

Decision:

Decision by:

Decision Justification:

Print

STEP 4. In the popup window, proceed to enter a **decision (Approve or Deny)**, **justification**, and click **Submit** to complete the request. Once the request has been submitted, it will continue in the workflow to the next approver.

View Request Details and Workflows

Form ID	34943
Request Type	Course Substitution
Student ID	01234567
Student Name	John Doe
Classification	JR
Major	Primary Major
Department	Department
College	College
Minor/ Concentration	
Catalog Year	2019-2020
Graduation Status	
Graduation Term	
Submitted Date	02/10/2021
Submitted By	advisor3

Print

Make a decision (All fields required)

Approve or Deny: -Select-
Approve
Deny

Justification:

Verify Next Decision Maker: Approver

Note: if you don't see any approver listed, contact Degree Audit Systems & Support at certification@utrgv.edu for assistance.

Submit Close

Petition for Degree Requirements Guidelines & Instructions

Email Notifications and Workflows

Email Notifications

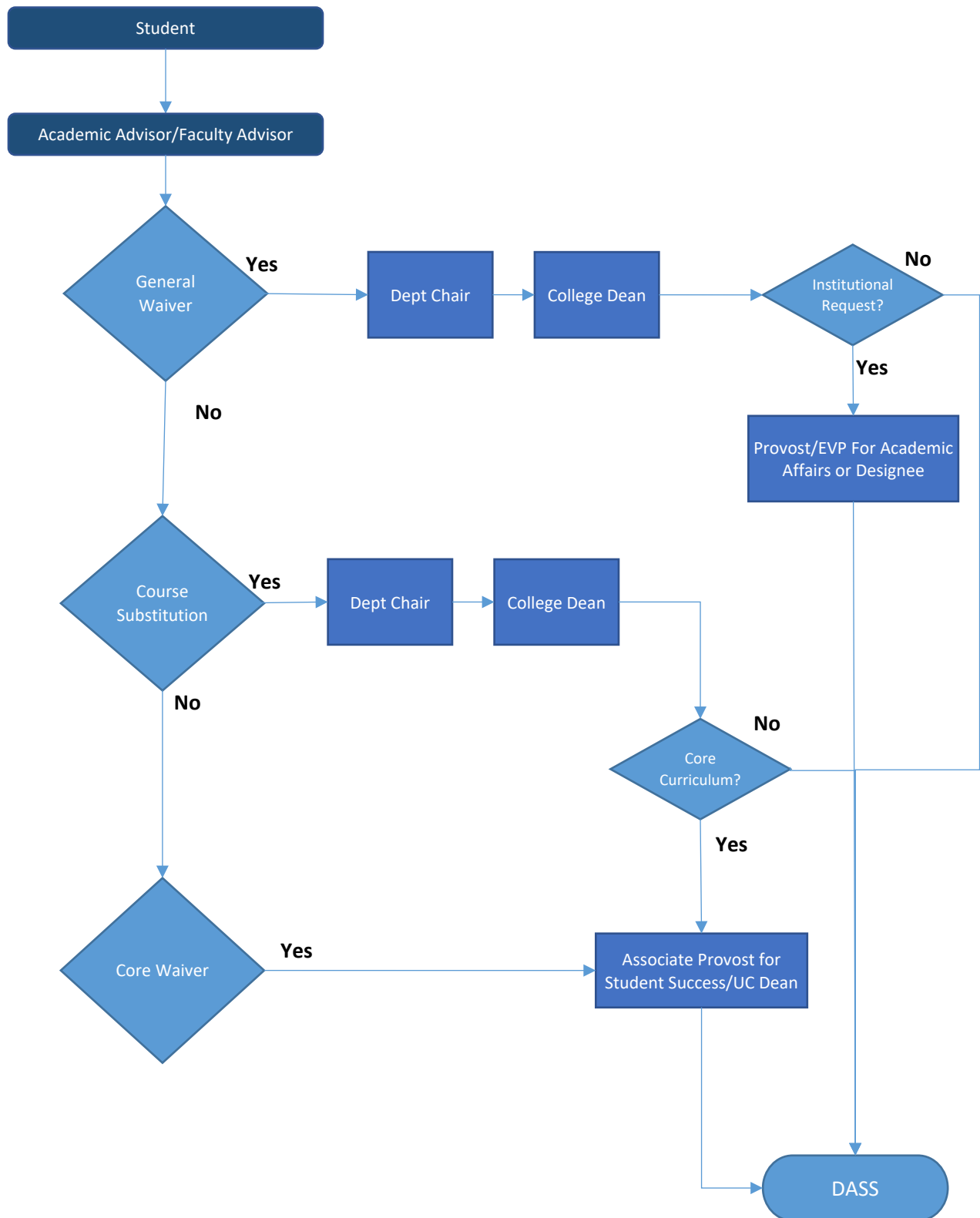
Users that submit petition(s) as well as the students that requests are submitted for will receive an email notification once the petition has been submitted and processed by the Degree Audit Systems and Support Team.

Approvers will also receive an email notification once a petition enters their queue for decision maker.

Please be aware that approvers will receive a daily email reminder to process requests in your queue if those requests are 5 days or older.

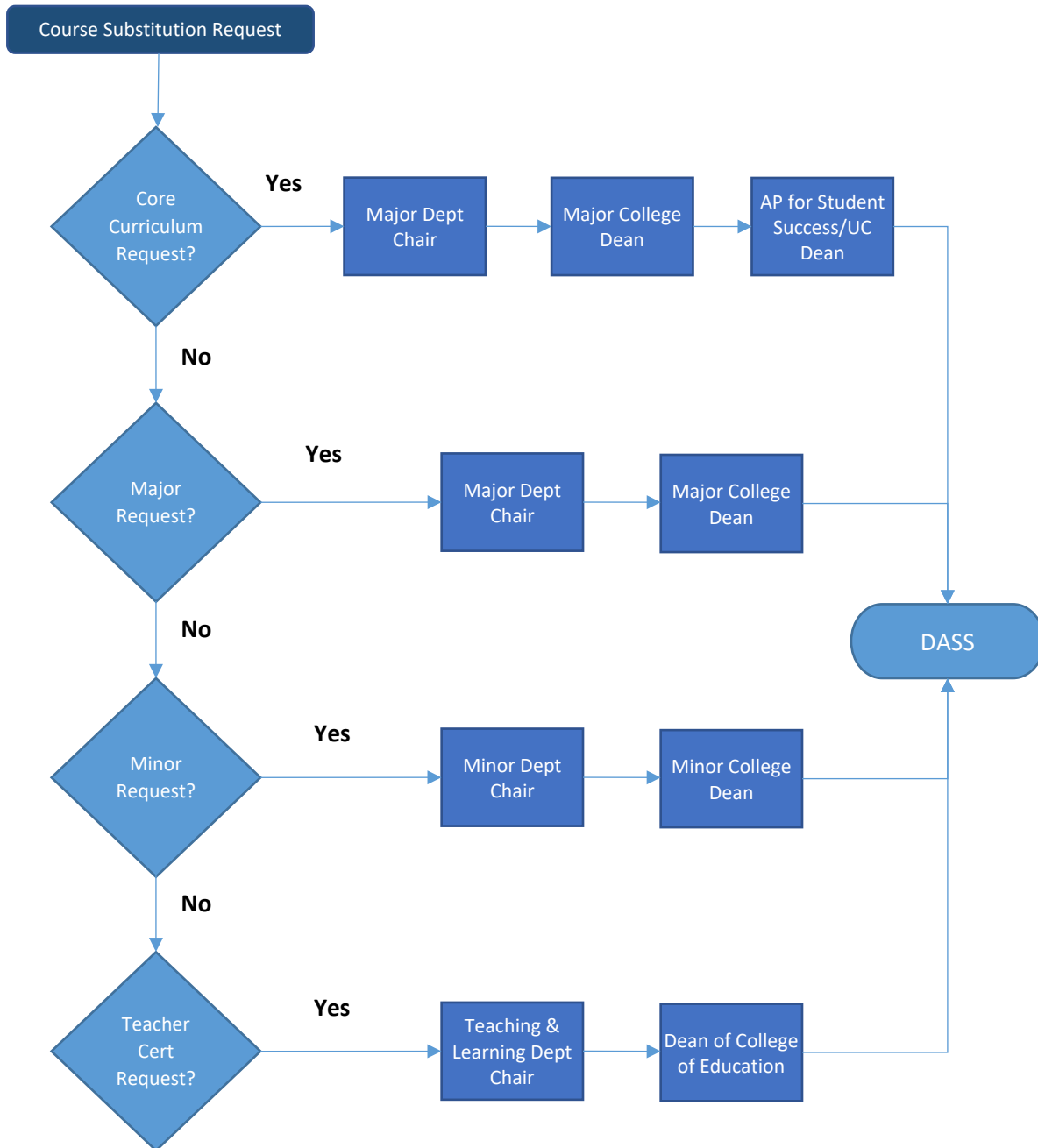
Petition for Degree Requirements Guidelines & Instructions

General Workflow



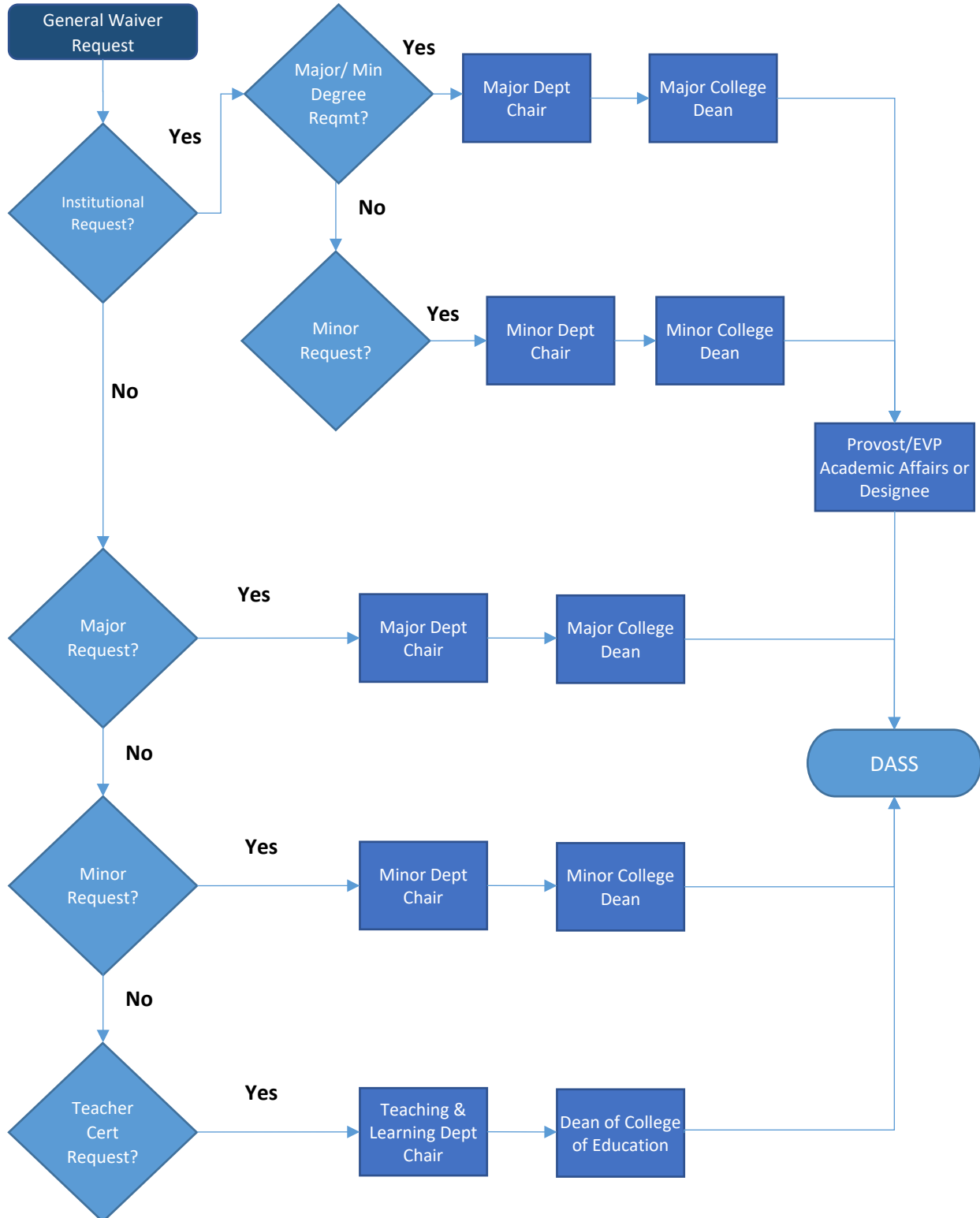
Petition for Degree Requirements Guidelines & Instructions

Course Substitution Request Workflow



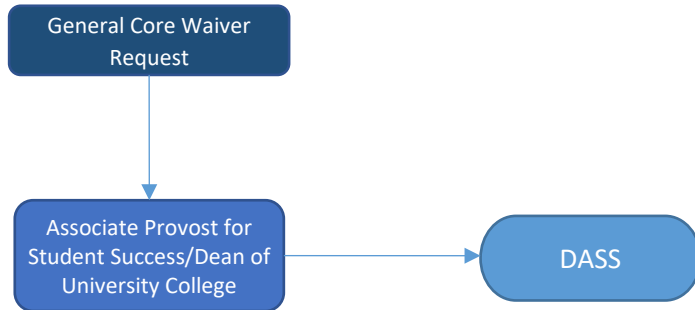
Petition for Degree Requirements Guidelines & Instructions

General Waiver Request Workflow



Petition for Degree Requirements Guidelines & Instructions

General Core Waiver Request Workflow



Petition for Degree Requirements Guidelines & Instructions

Frequently Asked Questions

1. Student's basic information is not up to date, how can it be updated before I submit the petition?
 - o All Basic Information fields are editable so you can type or select an item on the respective drop-down menu.

Step 1/4: Basic Information (All fields required)

Request Type:

Student ID:

Student First Name:

Student Last Name:

Student UTRGV Email:

Student Classification:

Student College:

Student Major:

Student Department:

Student Minor/Concentration (optional):

Catalog Year:

2. As approver, can I find in the portal the student's graduation application status and term?
 - o Once you log in, the list of requests pending on your queue will display. The last two columns will show the student's graduation application status and term. If the columns are blank, then indicates that the student has not yet applied for graduation.

Requests pending approval, click Select to view details

	ID	Request Type	SID	Student Name	Major	Department	Catalog Year	Submitted By	Date Submitted	Grad Status	Grad Term
Select	01234	Course Substitution	01234567	John Doe	Mathematics (RMAT)	Sch Math & Statistical Science	2019-2020	john.doe@utrgv.edu	1/1/2021		
Select	01234	Course Substitution	01234567	John Doe	Nursing (RNUR)	Nursing	2020-2021	john.doe@utrgv.edu	1/1/2021		
Select	01234	Course Substitution	01234567	John Doe	Criminal Justice (RCRI)	Criminal Justice	2018-2019	john.doe@utrgv.edu	1/1/2021	APP	202120