

# Submitting Exceptions through Degree Works

Students cannot submit exceptions

[Back to Self-Service](#) [Portal](#) [FAQ](#) [Help](#)

Find

1. Click on Petitions Tab

[Worksheets](#)  [Petitions](#) [GPA Calc](#)

[Worksheets](#)  **Format:**

What If

**EKU DegreeWorks**

Look Ahead

**Student View** AD374AhI as of 04/20/2015 at 08:43

# Submitting Exceptions through Degree Works Cont'd

Students cannot submit exceptions

View Petitions

Add Petition >

2. Click on Add Petition

3. Type in Petition

## Add New Petition for Exception

Enter a description and click the Submit Petition button

Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester

Please include Justification for the Exception, otherwise it will be denied.

Free form field. Different petitions will need to be submitted for different exception types. Example: College vs. University will require 2 separate petitions to be submitted.

Submit Petition

4. Click Submit

# Approving/Denying Exceptions via EKUDirect

**EKU Direct**

**EKUDirect TEST**












**1. Click on Employee Tab**

**Main Menu** | **Personal Information** | **Student Services & Financial Aid** | **Faculty** | **Employee**

Search

[RETURN TO MENU](#)

## Employee

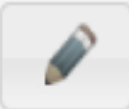
-  **Time Sheet**
-  **Jobs Summary**
-  **Leave Balances**
-  **Leave Report**
-  **Billing Statement**
-  **Student Employees Working During Class Report**
-  **WTE Email Calendar**  
Edit the dates that the new WTE Emails start.
-  **EKU RIF Form**
-  **EKU Job Experience Survey**
-  **HR Utilities**
-  **Degreeworks Petitions Management**  
Degreeworks Petitions Management

**2. Click on Degreeworks Petitions Management**

## Approving/Denying Exceptions Intermediary

Pending Approval

### Pending Intermediary

Comments	ID	Student Name	College Program	Advisor Name	Create Date	Grad Term	Petition Type
 Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester	901239870	Barrett, Kimberly Alice	JS BS_CRJT	Denson, Kayland Dominique	03/04/2015	201520	Undecided

1. Click on pencil to view petition

<b>ID</b> 901239870	<b>Create Date</b> 04-MAR-15
------------------------	---------------------------------

<b>Student Name</b> Barrett, Kimberly Alice	<b>Advisor Name</b> Denson, Kayland Dominique
--	--

<b>Status</b> Pending Intermediary	<b>Petition Type</b>
---------------------------------------	----------------------

**2. Select Petition Type** 

- College
- University
- University Programs
- University Gen. Ed. Committee
- Student Success Seminar

Make Comments (optional if approved, required if denied).



**3. Select Approve or Deny** 

**Approve or Deny**  
 Approve  Deny

**Add Comments:**

**Comments:**  
 Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester

**4. Select Update or Cancel** 

**ID**

901239870

**Create Date**

04-MAR-15

**Student Name**

Barrett, Kimberly Alice

**Advisor Name**

Denson, Kayland Dominique

**Status**

Pending Intermediary

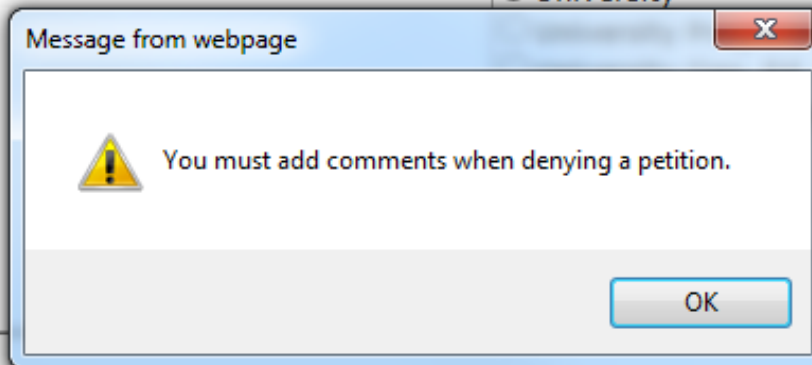
**Petition Type** College University

Committee

ninar

**Approve or Deny** Approve Deny**Add Comments:****Comments:**

Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester



Update

Cancel

# Approving/Denying Exceptions Intermediary (Dual Degrees, Double Majors, Minors)

Approve/Deny Petition

<b>ID</b> 901481298	<b>Create Date</b> 21-AUG-15
<b>Student Name</b> Beck, Kathryn Lynn	<b>Advisor Name</b> Robles, Marcel M.
<b>Status</b> Pending Intermediary	<b>Petition Type</b> <input type="radio"/> College <input type="radio"/> University <input type="radio"/> University Programs <input type="radio"/> University Gen. Ed. Committee <input type="radio"/> Student Success Seminar
<b>College / Program / Dept</b> Select Student Program ED / BA_DEAF / ASLI BT / BBA_BUS / MMAC UP / HON_BBA / UP	<b>Approve or Deny</b> <input type="radio"/> Approve <input type="radio"/> Deny

**3. Select Petition Type** →

Make Comments (optional if approved, required if denied).

**4. Select Approve or Deny** →

**2. Select Appropriate College/Program Exception Needs to be Sent to** ←

**5. Select Update or Cancel** →

**Add Comments:**

**Comments:**  
Waive ASL 302  
Submitted by Shannon Tipton on 21-AUG-15

Update Cancel

# Degree Works Petition Screen After Exception has been Received by Degree Audit (Students Cannot See this Screen)

[View Petitions >](#)

[Add Petition](#)



**View Petitions for Exceptions**

**No Petitions Awaiting Approval**

**Petitions Approved**

Description	Created By	Create Date
Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester Recommended by Aaron Raider on 20-APR-15 Recommended by Mary Cole on 20-APR-15 Approved by Victor Kappeler on 20-APR-15 Received by Degree Audit on 20-APR-15	Raider, Aaron M	04/20/2015
















Log into Degree Works and bring up student. Click on Petitions tab and then View Petitions



## Student Records

## The Student's EKUDirect (what the student will see)

---

-  **Academic Transcript**
-  **Account Summary**
-  **Account Summary by Term**
-  **Apply to Graduate (Undergraduate and Graduate Students)**
-  **Co-curricular Transcript**
-  **EKU DegreeWorks**  
Run a degree audit. (Right click and choose 'Open in New Window')
-  **EKU Student Information**  
Provides additional information not found on the audit.
-  **SGA Directory Information**  
Remove items from the SGA printed directory.
-  **Final Grades (Unofficial)**
-  **Midterm Grades**
-  **Progress Reports**
-  **Official Grade Report (Printable)**
-  **Order Official Transcript**
-  **View Holds**
-  **View Program Waivers/Exceptions**  
View Program Waivers/Exceptions



## View Program Waivers/Exceptions

## Students can follow progress of exceptions in EKUDirect

Name	Program	Current Processing Step	Status	Comments
Exception	BS_CRJT	Pending Advising	Pending	Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester.

Name	Program	Current Processing Step	Status	Comments
College Exception	BS_CRJT	Pending Chair Approval	Pending	Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester. Recommended by Aaron Raider on 20-APR-15

Name	Program	Current Processing Step	Status	Comments
College Exception	BS_CRJT	Pending Dean Approval	Pending	Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester. Recommended by Aaron Raider on 20-APR-15 Recommended by Mary Cole on 20-APR-15

Name	Program	Current Processing Step	Status	Comments
------	---------	-------------------------	--------	----------

College Exception	BS_CRJT	Pending Admin	Pending	Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester. Recommended by Aaron Raider on 20-APR-15 Recommended by Mary Cole on 20-APR-15 Approved by Victor Kappeler on 20-APR-15
-------------------	---------	---------------	---------	---

Name	Program	Current Processing Step	Status	Comments
------	---------	-------------------------	--------	----------

College Exception	BS_CRJT	Received by Degree Audit on 04-20-2015	Approved	Waive COR requirement in major. Student is close to graduation and will have completed all other requirements by the end of this semester. Recommended by Aaron Raider on 20-APR-15 Recommended by Mary Cole on 20-APR-15 Approved by Victor Kappeler on 20-APR-15 Received by Degree Audit on 20-APR-15
-------------------	---------	--	----------	--