



# 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:

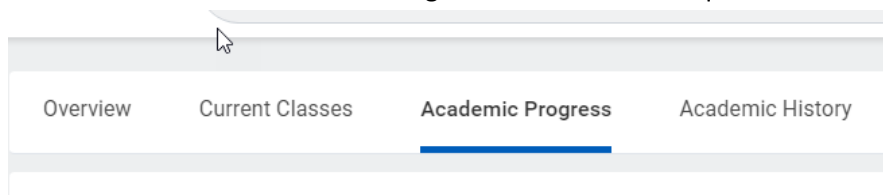
**NOTE:** Before starting your tasks in Workday Student, follow the set up procedures outlined in the *Getting Started* guide found under *Workday Training and Support* [here](#).

## Process: Add Note

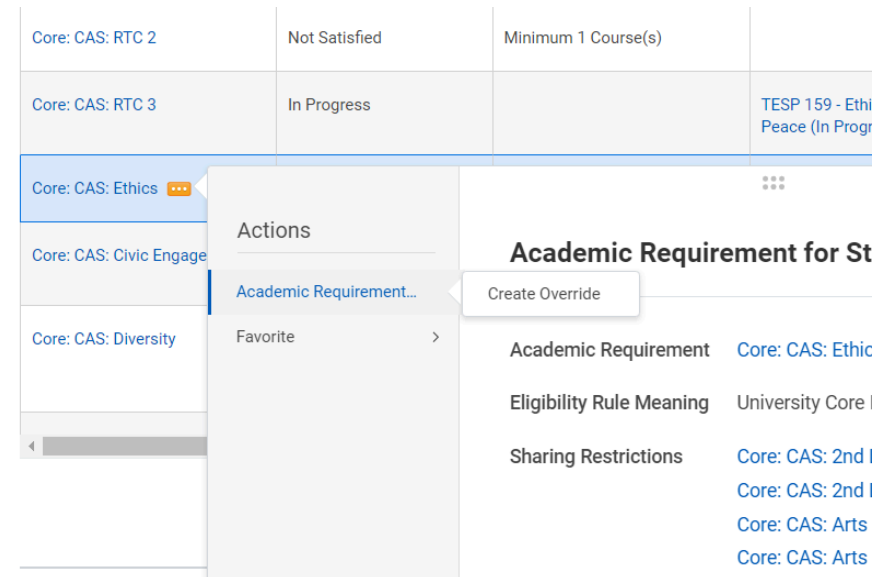
1. Navigate to the **Student Profile** using the instructions [here](#).
2. Choose **Academics** on the left-hand menu of the **Profile Menu**.



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



4. Choose the related actions (gold box with three dots) 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 **Assign Course to Requirement**.



# Records: Initiating Academic Requirement Overrides

**Override Academic Requirement for Student**

Student \* [REDACTED]

Academic Requirement \* Core: CAS: Ethics

Override Type \*

- Add Course
- Adjust Course Count
- Adjust Units
- Assign Course to Requirement
- Substitute Course
- Waive Requirement

OK

Requirement	Status	Remaining	Registrations Used
100 items			

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

*\*Always have the ignore grade checkbox unchecked.*

**Override Academic Requirement for Student**

Student [REDACTED]

Academic Record Psychology Department : Undergraduate (BS) (Active)

Academic Requirement Core: CAS: Ethics

Eligibility Rule Meaning University Core Explorations: College of Arts and Sciences: Ethics

Override Type Assign Course to Requirement

**Assign Course to Requirement**

1 Item

*Course Registrations to Apply	*Units Assigned	Ignore Grade
X TESP 159 : Ethics of War and Peace (In Progress)		<input type="checkbox"/>

Comments

Format **B I U A**

*\*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](mailto:registrar@scu.edu).*

8. Enter any comments and click submit.

Ex: Comments: course per Prof Chair Bronco

Comments

Format **B I U A**

TESP 159 per Chair Bronco

enter your comment

Submit Cancel

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

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## 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”

Overrides

1 item

Override Type	Override Status	Course Registration	Academic Period	Units	Used	Grade	Ignore Grade	Override Comments
Assign Course to Requirement	Pending Assign Course to Requirement Approval	[REDACTED]	Fall 2021 Quarter	5	3	A-	No	

### 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

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

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.

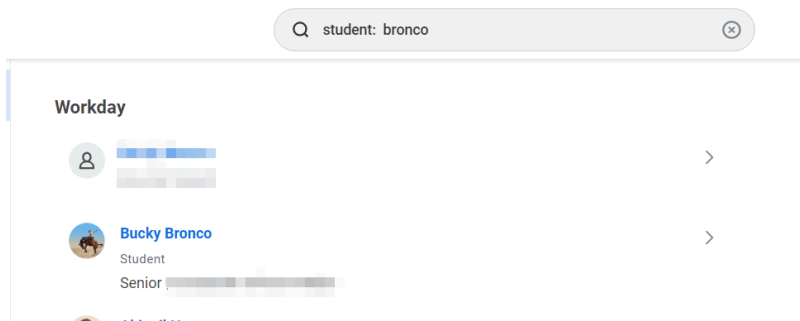


# Records: Initiating Academic Requirement Overrides

## 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.

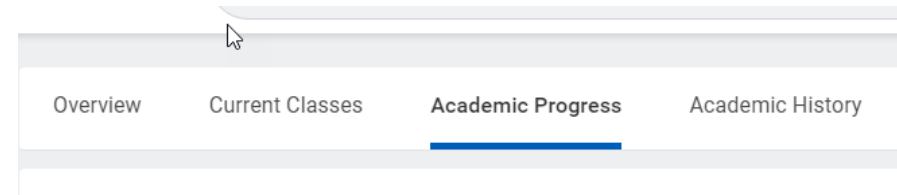
2. In the search results, click the appropriate name to access the student Profile.



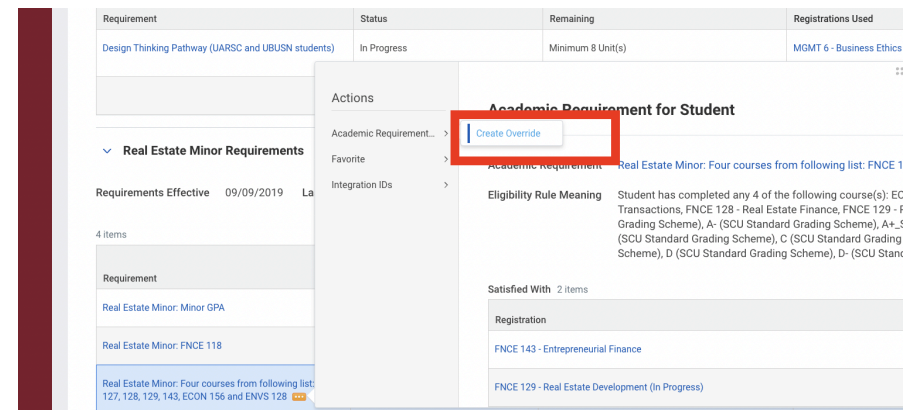
3. Click **Academics** on the left-hand menu of the **Profile Menu**.



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



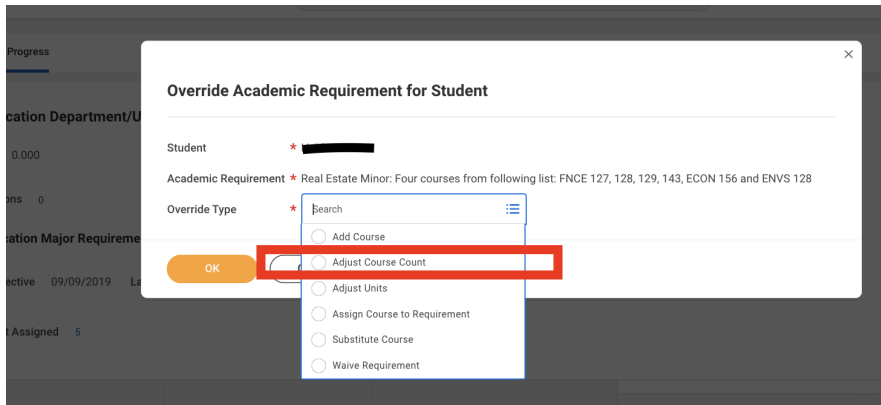
5. Click on the related actions for the requirement which needs the override, then go to **Academic Requirements** under the column **Actions** and choose **Create Override**.



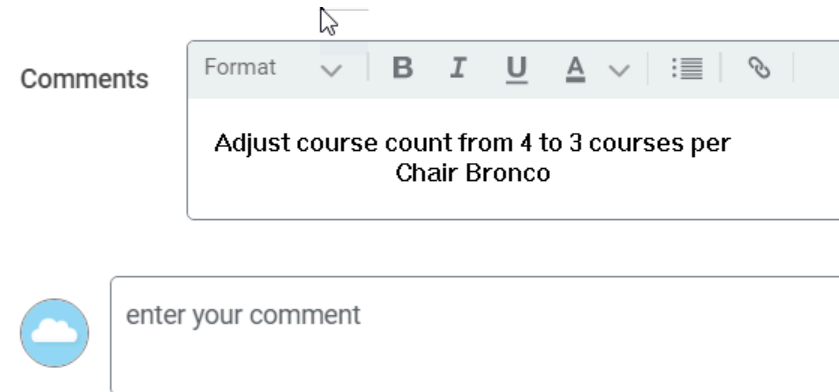


# Records: Initiating Academic Requirement Overrides

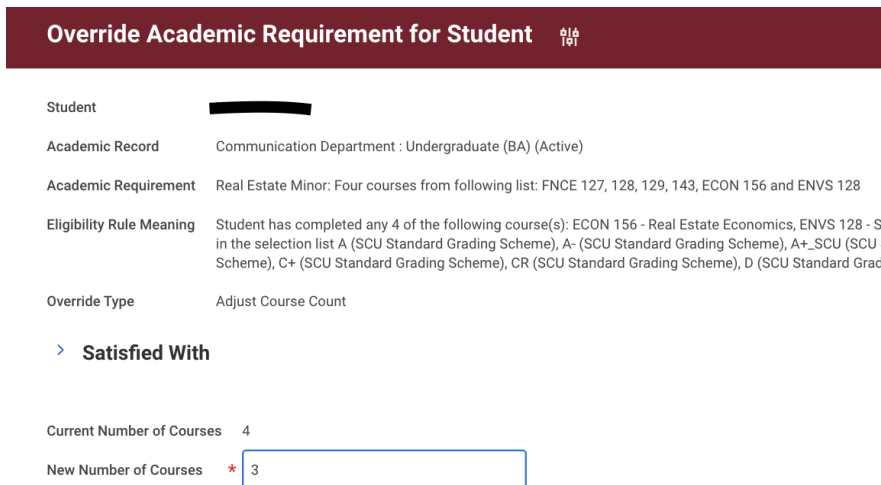
6. From the options of **Override Type** choose **Adjust Course Count**.



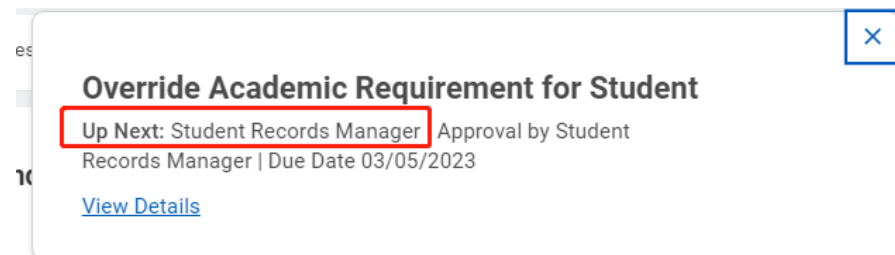
8. Enter any comments and click submit



7. In **New Number of Courses** enter the number of courses.



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

**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 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

**Notifications**

Viewing: All | Sort By: Newest | From Last 30 Days

**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

**Communication Major: COMM 12 Substitute 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

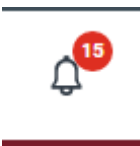
**Communication Major: COMM 1 Substitute Course Override 03/07/2023**

Academic Requirement Override Event - Successfully Completed

54 minute(s) ago

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)

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.

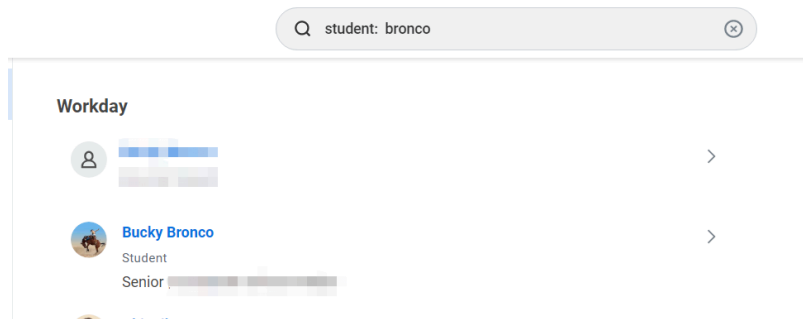




# Records: Initiating Academic Requirement Overrides

## 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

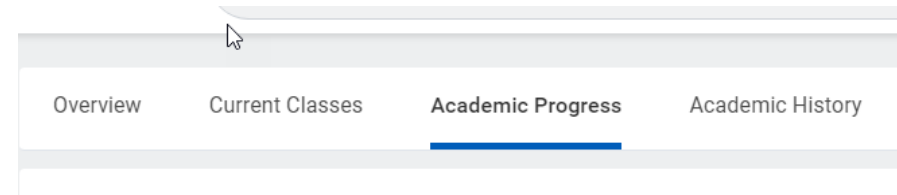


2. In the search results, click the appropriate name to access the student **Profile**.

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

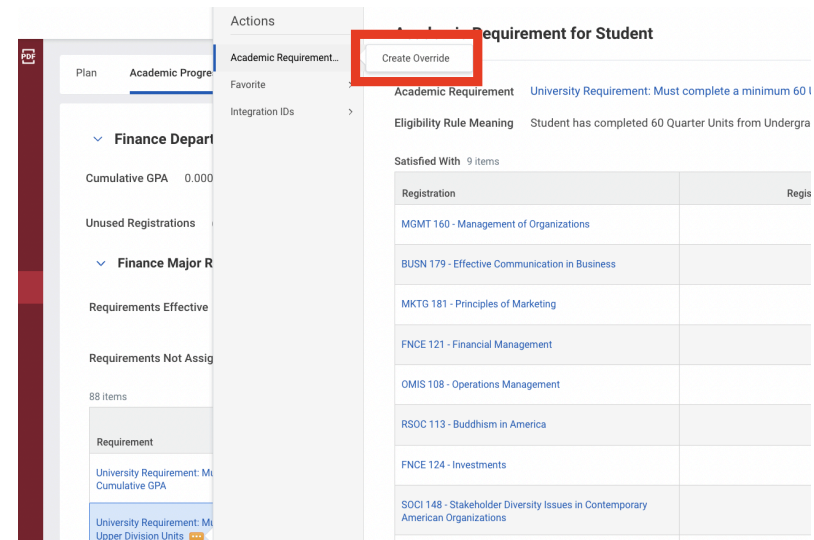


4. Click the **Academic Progress** tab at the top. Here you will find the student's Academic Progress and Academic Requirements.



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.*





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

**Override Academic Requirement for Student**  
Override Academic Requirement for Student

Student \* [REDACTED]

Academic Requirement \* University Requirement: Must complete a minimum 60 Upper Division Units

Override Type \* Search

- Add Course
- Adjust Course Count
- Adjust Units
- Assign Course to Requirement
- Substitute Course
- Waive Requirement

OK

Requirements Effective 09/2018 2:18:15 AM GMT-08:00 Pacific Time (Los Angeles)

Requirements Not Assigned

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

**Override Academic Requirement for Student** 9/18/2018

Student [REDACTED]

Academic Record Finance Department : Undergraduate (BSC) (Active)

Academic Requirement University Requirement: Must complete a minimum 60 Upper Division Units

Eligibility Rule Meaning Student has completed 60 Quarter Units from Undergraduate Upper Division courses

Override Type Adjust Units

> **Satisfied With**

Current Units 60

New Units \* 59

8. Enter any comments and click submit

> **Satisfied With**

Current Units 60

New Units \* 59

Comments

Normal [dropdown] **B** *I* U **A** [dropdown] [list icon] [link icon]

Adjust units to 59 units per Chair Bronco

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](#)

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**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 03/05/2023

**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
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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**

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

- Core: LSB: Science Technology and Society Add Course Override 03/07/2023  
Academic Requirement Override Event - Successfully Completed  
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- Communication Major: COMM 12 Substitute Course Override 03/07/2023  
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Academic Requirement Override Event - Successfully Completed  
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- Communication Major: COMM 1 Substitute Course Override 03/07/2023  
Academic Requirement Override Event - Successfully Completed  
54 minute(s) ago

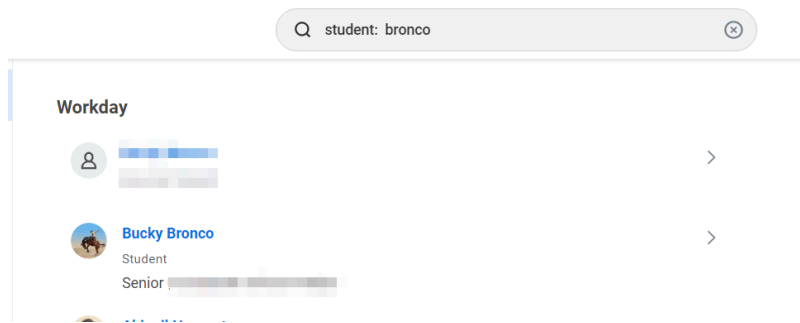
Requirement	Status	Remaining	Registrations Used	Academic Period
<a href="#">University Requirement: Must have minimum 2.000 Cumulative GPA</a>	Satisfied			
University Requirement: Must complete a minimum 60 Upper Division Units (Override Assigned)	In Progress		MGMT 160 - Management of Organizations	Spring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



# Records: Initiating Academic Requirement Overrides

## Waive Requirements Process:

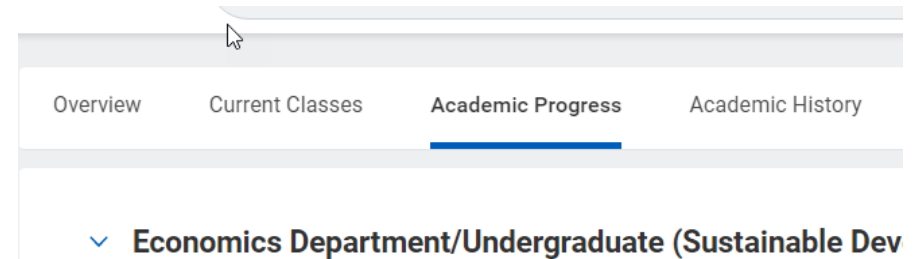
1. Department chairs will begin by searching for a student's name to access their student profile. In the main Search Bar, type **Student:** followed by the student's name
2. In the search results, click the appropriate name to access the student Profile.



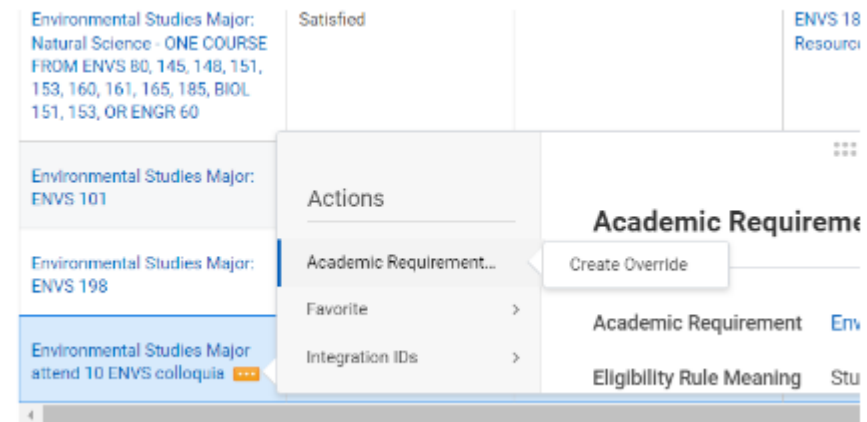
3. Click **Academics** on the left-hand menu of the **Profile Menu**.



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*



# Records: Initiating Academic Requirement Overrides

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

**Override Academic Requirement for Student**

Student \* [Redacted]

Academic Requirement \* Environmental Studies Major attend 10 ENVS colloquia

Override Type \* [Search] [Menu]

- Add Course
- Adjust Course Count
- Adjust Units
- Assign Course to Requirement
- Substitute Course
- Waive Requirement

OK

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

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

**Override Academic Requirement for Student**

Student [Redacted]

Academic Requirement Environmental Studies Major: ENVS 198

Override Reason [x Other] [Menu]

Comments [Normal] [B] [I] [U] [A] [Menu] [Link]

Waive ENVS 198 per Chair Bronco

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

**Override Academic Requirement for Student**

Student [Redacted]

Academic Requirement Environmental Studies Major attend 10 ENVS colloquia

Override Reason [x Other] [Menu]

Comments [Normal] [B] [I] [U] [A] [Menu] [Link]

Completed the requirement per Prof 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

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**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

[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 approval”

**View Academic Requirement for Student**

**Student** [Redacted]

**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 !

**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

**Notifications**

Viewing: All | Sort By: Newest | From Last 30 Days

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 Academic Requirement Override Event - Successfully Completed  
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 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

Environmental Studies Major: ENVS 198	Not Satisfied	Minimum 1 Course(s)
Environmental Studies Major attend 10 ENVS colloquia (Override Assigned)	Waived	

Items