Academic Requirement Override

This quick reference guide (QRG) provides instructions on how to apply various types of academic requirement overrides in Workday. The overrides detailed in this QRG include Waive Requirement, Adjust Units, Substitute Course, Add Course, Adjust Course Count, and Exclude Registration from Requirement. Depending on your institution and your security role in Workday, submitting an override typically initiates a business process that requires approval.

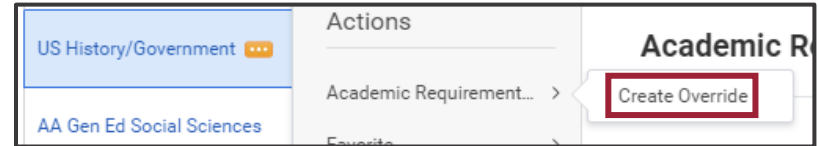To apply an override in Workday, complete the following steps.

WAIVE REQUIREMENT

In Workday, waiving an academic requirement means you are overriding a degree requirement or making the requirement no longer required for a student to complete their degree plan.

To waive a requirement from the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Select **Academics** from the **Student Profile Menu**.

4. Click the **Academic Progress** link.

5. Click the **Related Actions Button** beside the **Requirement** you need to override.

6. Hover over the **Academic Requirements** link.

7. Select **Create Override**.

8. Select **Waive Requirement** from the **Override Type** dropdown list.

9. Click **OK**.

10. Optional – Select the appropriate **Override Reason**.

11. Optional – Enter any **Comments**.

12. Click **Submit**.

> Note: Depending on your institution and security role in Workday, submitting any override typically initiates a business process that requires approval.
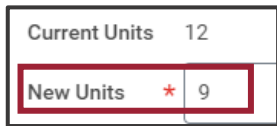
ADJUST UNITS

In Workday, overriding academic units means changing the number of units required for a student to complete a degree requirement.

To override the number of units required for a student's degree plan from the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Select **Academics** from the **Student Profile Menu**.

4. Click the **Academic Progress** link.

5. Click the **Related Actions Button** beside the **Requirement** you need to override.

6. Hover over the **Academic Requirements** link.

7. Select **Create Override**.

8. Select **Adjust Units** from the **Override Type** dropdown list.

9. Click **OK**.

10. Enter the value of the **New Units**.

Current Units	12
New Units ＊	9

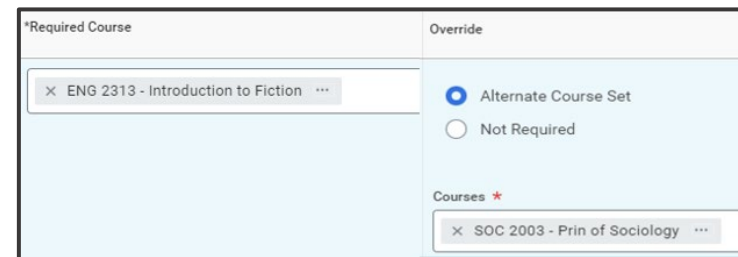11. Optional – Enter any **Comments**.

12. Click **Submit**.

SUBSTITUTE COURSE

In Workday, substituting a course means allowing another course to fulfill an academic requirement for a student's degree plan.

To substitute a course from the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Select **Academics** from the **Student Profile Menu**.

4. Click the **Academic Progress** link.

5. Click the **Related Actions Button** beside the **Requirement** you need to override.

6. Hover over the **Academic Requirements** link.

7. Select **Create Override**.

8. Select **Substitute Course** from the **Override Type** dropdown list.

9. Click **OK**.

10. Select the currently required course from the **Required Course** dropdown list.

11. Select the course to substitute from the **Courses** dropdown list.

*Required Course	Override
✕ ENG 2313 - Introduction to Fiction ⋯	● Alternate Course Set ○ Not Required Courses ＊ ✕ SOC 2003 - Prin of Sociology ⋯

12. Optional – Enter any **Comments**.

13. Click **Submit**.

> Note: Depending on your institution and security role in Workday, submitting any override typically initiates a business process that requires approval.

ADD COURSE

In Workday, the add course override allows you to add a course to a student's degree requirement, meaning the added course can fulfill the degree requirement if the student completes the course.

To add a course from the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Select **Academics** from the **Student Profile Menu**.

4. Click the **Academic Progress** link.

5. Click the **Related Actions Button** beside the **Requirement** you need to override.

6. Hover over the **Academic Requirements** link.

7. Select **Create Override**.

8. Select **Add Course** from the **Override Type** dropdown list.

9. Click **OK**.

10. Select the appropriate **Eligibility Rule** dropdown list.

11. Select the course you would like to add to the student's degree plan from the **Courses to Add** dropdown list.

12. Optional – Enter any **Comments**.

13. Click **Submit**.

ADJUST COURSE COUNT

In Workday, overriding course count means you are changing the number of courses required for a student to complete a degree requirement.
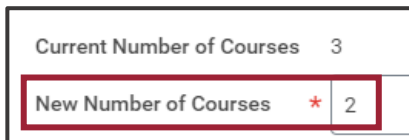
To override course count from the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Select **Academics** from the **Student Profile Menu**.

4. Click the **Academic Progress** link.

5. Click the **Related Actions Button** beside the **Requirement** you need to override.

6. Hover over the Academic Requirements link.

7. Select Create Override.

8. Select **Adjust Course Count** from the **Override Type** dropdown list.

9. Click **OK**.

10. Enter the value of the **New Number of Courses**.

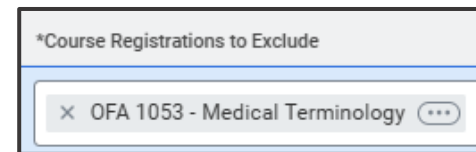| Current Number of Courses	3
New Number of Courses *	2

11. Optional – Enter any **Comments**.

12. Click **Submit**.

EXCLUDE REGISTRATION FROM REQUIREMENT

In Workday, excluding a registration from a requirement means you are overriding a course that currently satisfies an academic requirement, making the course no longer fulfill the requirement. To exclude a registration from a requirement, from the Workday Home page:

1. Type and search for a student in the search bar.

2. Click on the appropriate student's name to access their **Student Profile**.

3. Select **Academics** from the **Student Profile Menu**.

4. Click the **Academic Progress** link.

5. Click the **Related Actions Button** beside the **Requirement** you need to override.

6. Hover over the **Academic Requirements** link.

7. Select **Create Override**.

8. Select **Exclude Registration from Requirement** from the **Override Type** dropdown list.

9. Click **OK**.

10. Select the course or courses to exclude from the **Course Registrations to Exclude** dropdown list.

*Course Registrations to Exclude
✕ OFA 1053 - Medical Terminology ⋯

11. Click **Submit**.

> Note: Depending on your institution and your security role in Workday, submitting any override typically initiates a business process that requires approval.