AAA Electronic Exception Workflow

Submitting Petitions
For Major Requirements
Through AAA
In AAA, enter Student’s Perm number

Enter student perm number here

6- or 7-digit perm number will work
First: run a Major Progress Check, to be sure petition is needed
Initiate a petition

Students > Audits > Initiate New Petition
Choose Petition type

Select a Petition
What kind of exception would you like to enter?

Add Course(s) to an Area
Only the student's major department or college may initiate this type of petition.
Apply a course(s) to a particular area within a major, or university or GE requirement.

Substitute Course(s) within an Area
Only the student's major department may initiate this type of petition.
Substitutes a course(s) for another within an area of a major. These courses are not acceptable for substitution.

Universal Equivalency
Only a course's home department may initiate this type of petition.
Sets one transfer course as directly equivalent to a UCSB course. This applies only for this student. UC transfer courses will follow the UCSB repeat policy.

Advisor Approval
Generally used by departments which require approval of major electives.

Other
Petitions for graduation requirements which cannot be otherwise addressed.

Add:
Accept a course to satisfy major requirements.

Substitute:
Accept a substitution for specific course requirement for the major.

Equivalency:
Accept a transfer course as an exact duplication of a UCSB course.

Other:
Situations that are not covered in previous petition types.
Petitions cannot be initiated for students in F or P degree status.

Students in S degree status will display this message.
Select major from drop-down list.
Select major requirement and catalog year.

Phone not available
Degree Audit - Substitute Course(s) within an Area

<table>
<thead>
<tr>
<th>Program or GE Area:</th>
<th>History of Public Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement:</td>
<td></td>
</tr>
<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: ECON (2002-2003)</td>
<td></td>
</tr>
<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: ENVS (2002-2003)</td>
<td></td>
</tr>
<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: GLOBL (2002-2003)</td>
<td></td>
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<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: LAWSD (2002-2003)</td>
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<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: PHIL (2002-2003)</td>
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<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: POLSC (2002-2003)</td>
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<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: SOC (2002-2003)</td>
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<tr>
<td>(BA) 4 courses in at least 3 different disciplines required: WMS (2002-2003)</td>
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</tr>
<tr>
<td>(BA) Level 5 or equivalent in foreign language (2002-2003)</td>
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</tbody>
</table>

Select Courses:

Substitute For:

- ECON 1
- ECON 2
- ECON 109
- ENV S 1

Pay attention to the catalog year.
Select course. (See FAQ to select multiple courses.)
Take action!

- Keep it simple & generic; justifications will be saved in drop-down for future
- Check if “P” graded courses (even transfer courses and courses only offered P/NP)
- Message to student will be included in Umail notification
- Message to other staff; will not be seen by student (unless they request to see their file)
- Approve or Deny
Petitions menu

Students > Audits > Exceptions
History of all petitions for student

<table>
<thead>
<tr>
<th>ID</th>
<th>Perm</th>
<th>Name</th>
<th>Major</th>
<th>Type</th>
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<tbody>
<tr>
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<td></td>
<td>FEMST SOC</td>
<td>AREAC-SEM: CSULA:MATH</td>
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<td></td>
<td></td>
<td></td>
<td>FEMST SOC</td>
<td>CLSQR: CSULA:MATH 1090</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>FEMST SOC</td>
<td>ADD: Additional</td>
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</table>

Petitions entered manually in uAchieve

Petitions submitted Electronically through AAA
Track the petition on the History tab

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Assigned</th>
<th>Modified</th>
<th>Type</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Gray</td>
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<td>12/1/2009</td>
<td>Substitute Courses</td>
<td>Submitted</td>
</tr>
<tr>
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<td></td>
<td>12/1/2009</td>
<td>Substitute Courses</td>
<td>Dept Chair Approved</td>
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<tr>
<td>Gray</td>
<td>Orr</td>
<td>12/1/2009</td>
<td>Substitute Courses</td>
<td>Awaiting College Review</td>
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</tbody>
</table>

Petition ID: 1309
Status: Awaiting College Review