ACADEMIC ADVISING: REQUIREMENT WAIVER

- Used to waive a Requirement or Requirement Line.
- Drops all courses already in the area out and cause the area to not be checked when the Degree Audit runs.
- Should NOT be used unless it is necessary. It is preferable to use Course Directives and Requirement Changes to close out an item on the audit if the Requirement and/or Requirement Line has used courses.
- Common use includes waiving non-course requirements or GPA requirements.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

ENTER A REQUIREMENT WAIVER

1. Search for the student by UFID or first and last name that needs the Requirement Waiver. Click Search.

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select **Academic Requirement**. Then, click the arrow icon.

4. The Degree Audit loads. You may need to click on the **Requirement Group** and **Requirement Line** to expand the view and locate the course you want to waive.

   **Note:** If the audit is already in the “expanded view,” you can just scroll down to the course.

5. Select the **Create Exception drop-down menu** and select **Requirement Waiver** for the course you want to waive.
6. Click the **arrow**.

7. Enter **Long Description**.

8. Select **Save and Return**.

9. Return to the Degree Audit to make sure the waiver appears.
ADDITIONAL HELP

Further resources are available at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Academic Advising, contact Tobin Shorey tshorey@ufl.edu.