

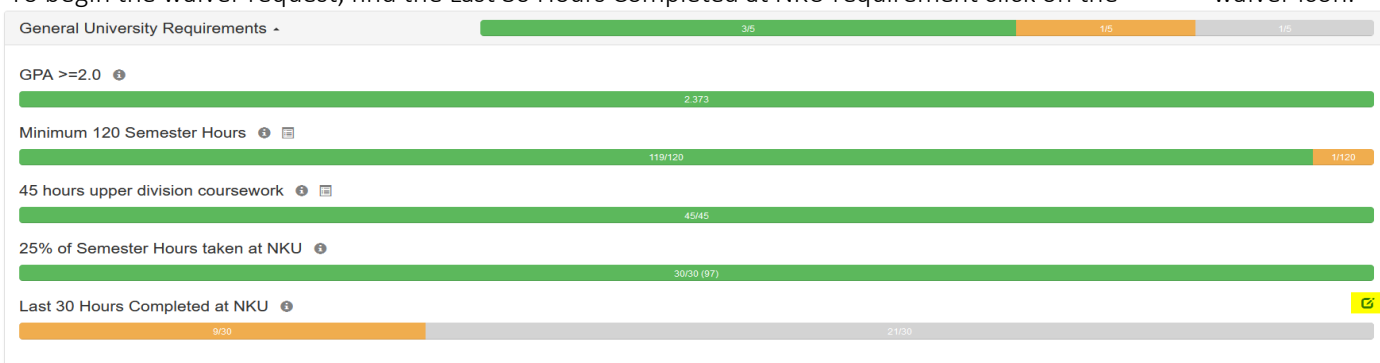
DEGREE AUDIT – RESIDENCY WAIVER REQUEST

OVERVIEW

For undergraduate students, one of the General University Requirements is that the last 30 semester credit hours must come from NKU courses. This is also referred to as completing residency. A residency waiver is when the College Dean or designee has approved for a student to transfer in a course(s) in the graduating or last semester of earned credit hours. The degree audit provides a quick and easy way to submit a residency waiver request directly within the degree audit.

The residency waiver is requested within the degree audit using the General University Requirements Tab, Last 30 Hours Completed at NKU.

To begin the waiver request, find the Last 30 Hours Completed at NKU requirement click on the  waiver icon.



Key in the appropriate comments in the open box under the Notes and Click Send Waiver Request.

Requirement Waiver

Request Requirement Waiver

Requirement

Last 30 Hours Completed at NKU

Syllabus or other attachment

Choose a file...

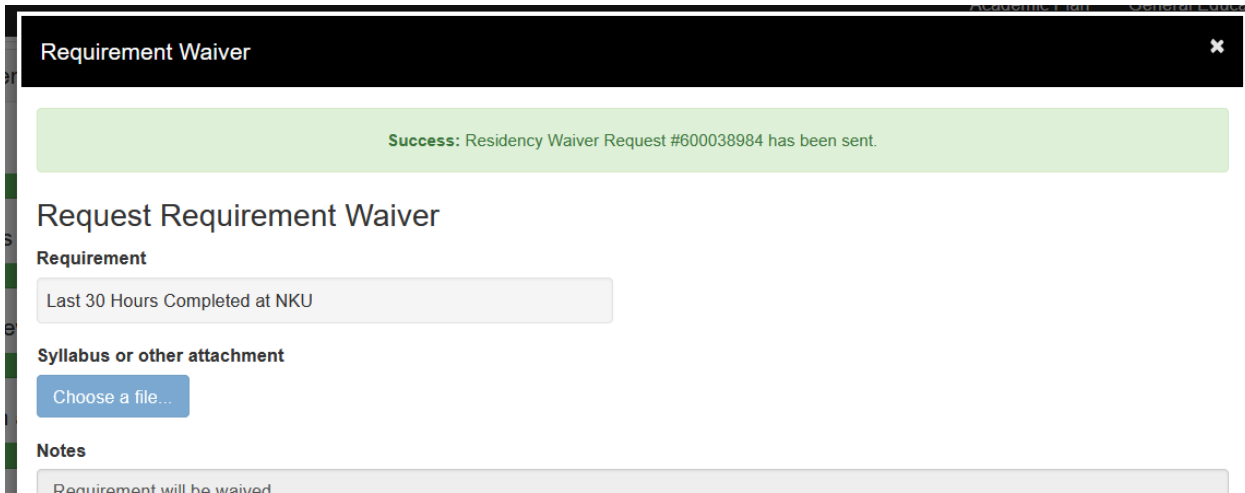
Notes

Requirement will be waived.

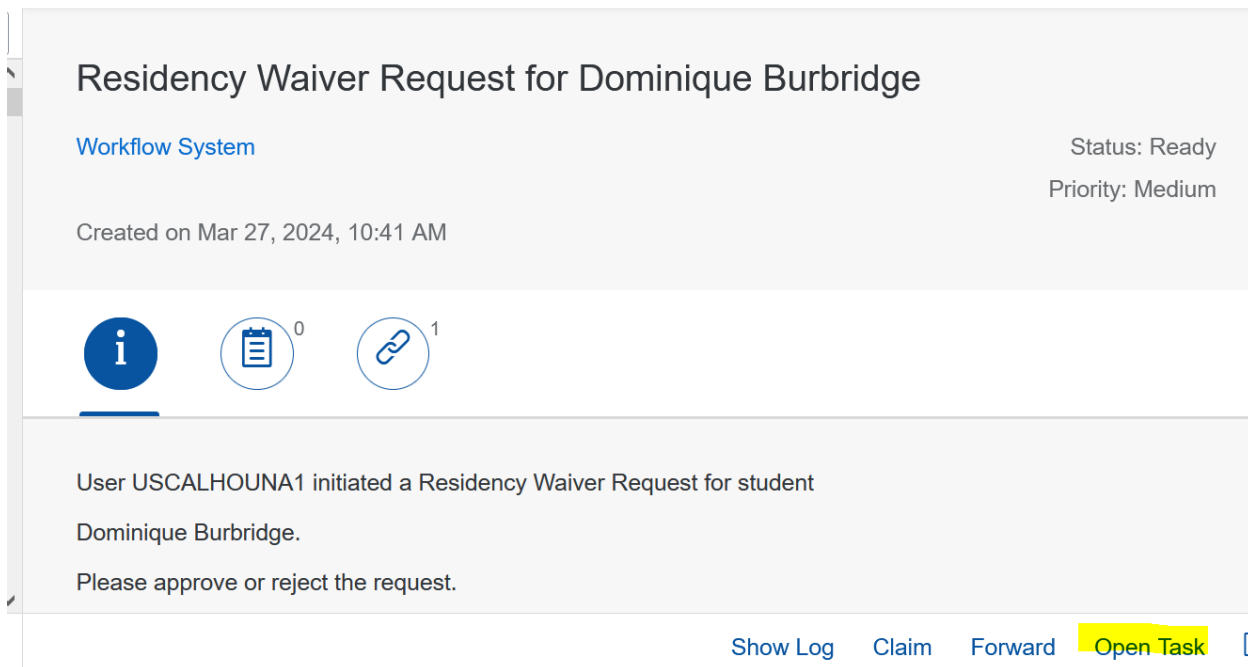
Request to waive the General University Requirement of Residency or Last 30 Hours Completed at NKU

Send Waiver Request

Once the residency waiver has been submitted, a message will appear that the waiver request has been sent.



The residency waiver workflow request is routed to the College Dean or designee for approval. When the workflow request arrives in the approver myNKU Inbox, the approver will need to OPEN TASK in order to review the residency waiver request.



Substitution/Waiver

Student: Dominique Burbridge 100315430
Has requested to waive the requirements listed below.

Waiver

Rule Module
Last 30 Hours Completed at NKU

Attachments


No file selected.

Comments (120 max. characters)

03/27/2024 10:41:14 EST (CALHOUNA1)
Requirement will be waived.

If an attachment is made available, the approver can open the document. From here, the approver will also see any notes from the requestor and add their own notes. After review, the approver can decide to approve or reject the request. This process will trigger an email to the student and the requestor updating them of the status. Be aware any notes added to the request will be included in the email to the student and requestor.

Upon approval, the residency waiver indicator will then show up within the degree audit.

Last 30 Hours Completed at NKU  **Waived**

30/30 (100)
