

Degree Audit Exceptions Manual

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Course Mask

What is a course mask and why is it so important?

The course mask is the template of format for each course entered. It is made up of the department abbreviation and the course number. The course mask consists of a total of 15 characters and/or spaces. In degree audit, the formatting for any courses entered in an exception must be precise, or the exception won't work properly.

Format for the OSU Course Mask

1st – 7th position: The first seven characters are OSU's official seven-character Department Abbreviation. For example, the department abbreviation for courses offered by the Department of Political Science is "POLITSC." If there are fewer than seven characters in a department abbreviation, then there must be enough spaces entered to total seven characters.

8th position: The eighth character is a space.

9th-15th position: The course number. The ninth character is where the 4 digit number begins for OSU courses or OSU equivalent transfer courses. For transfer courses that came in with a G (general credit), S (special credit), or T (technical credit) character, that character will appear in the 9th space.

Department							Course Number							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D	D	D	D	D	D	D	SPACE	N	N	N	N	N	N	N
C	O	M	M	SPACE	SPACE	SPACE	SPACE	1	1	0	0	SPACE	SPACE	SPACE
E	N	G	L	I	S	H	SPACE	2	3	6	7	.	0	4
B	I	O	L	O	G	Y	SPACE	G	0	0	0	.	0	2

Courses with 3 digit course numbers

Please Note: Due to the quarter-to-semester conversion that took place at the end of Spring 2012, there may be a few remaining courses with 3 digit numbers on transition student audits. These will require an extra space in the 9th space, instead of beginning the course number. The course number will then begin in the 10th space.

Department							Course Number							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D	D	D	D	D	D	D	SPACE	SPACE	N	N	N	N	N	N
H	I	S	T	O	R	Y	SPACE	SPACE	1	2	1	SPACE	SPACE	SPACE
E	N	G	L	I	S	H	SPACE	SPACE	2	0	1	SPACE	SPACE	SPACE

Exception Note for 3 digit course numbers: Course substitution, Use Course, and Modify Code type exceptions all utilize the *original value* of the course. This means that if a student took it as a quarter course, regardless of whether it has a "processed as" 4 digit value, the 3 digit course number will need to be used to make any of these three types of exceptions. All other exceptions will utilize the 4 digit value, whenever there is one. Please speak with your degree audit coordinator for additional information, if needed.

Pseudo Names

What is a Pseudo?

The pseudo name is the way the audit differentiates between different areas of the audit. Each requirement and subrequirement has its own pseudo, which needs to be used when working with certain exceptions, such as the Insert Course or the Delete Course.

How to Find a Pseudo

To find the pseudo name, special versions of the audit can be run. The option to do so appears on the Request an Audit page, towards the bottom, under "Options." There is a dropdown menu for "List All," which provides options L-Full Listing and M-Include Pseudo. After selecting this, the audit can be run as usual. The resulting audit will provide you with the pseudo names.

Examples of Pseudos

Screenshot of an audit run using M-Include Pseudo. Requirement and subrequirement level pseudos indicated in red.

RNAME: TSWK NSBS INSTCD: SWK CATLYT: 20122 PSNAME: TSWK NSBS REQU FYT: 19904 TO

NATURAL SCIENCE

EARNED: 5.01 HOURS

BIOLOGY REQUIREMENT - TAKE THESE 2 COURSES

FROM: ANIMSCI 2200.01,2300,3140 ANTHROP 2200 BIOL
 BIOLOGY 1350,2100 EEOB 2510,2520 ENR 2100 E
 FDSCTE 2200 HCS 2200,2201,2202 MICRBIO 4000
 PLNTPH 2000 \$:SWK BIO SCI :HOLD FOR W/D A
 ENTMLGY 102 HCS 300 PLNTBIO 101, 102 \$:HOLD

PHYSICAL SCIENCE - COMPLETED

2 COURSES TAKEN

AU10	CHEM 1210	2.01	B
AU12	PHYSICS 1200	3.00	C

PSNAME: - Indicator for the pseudo for a requirement.

\$: - Indicator for the pseudo for a subrequirement.

Screenshot of an audit run using L-Full Listing. Requirement and subrequirement level pseudos in red.

RNAME: SNUR LTBS INSTCD: NUR CATLYT: 99993 PSNAME: SNUR LTBS REQU FYT: 20123 TO 99993

GENED: LITERATURE (3 HOURS)

NEEDS: 1 SUB-GROUP

1) CHOOSE 1 COURSE

0.00 HOURS ADDED 0 COURSES TAKEN
 0.00 ATTEMPTED HOURS 0.00 POINTS

NEEDS: 1 COURSE

FROM: AFAMAST 2251,2281,2367.01,2367.04,4551 ARABIC 2701,2702,2705 CHINESE 2451,
 CHINESE 4401,4402,4403,4404 CLAS 1101,2220,2401,3203,3402,3407 COMPSTD 1100,
 COMPSTD 2101,2102.01,2102.02,2103,2104,2105,2301,2864H,3603,3604,3606,3608
 EDUTL 2368(SU12 OR AFTER),3356(AU12 OR AFTER) ENGLISH 2201,2202,2220,2260,2261,
 ENGLISH 2262,2275,2280,2281,2290,2291,2367.02,3361,3372 FRENCH 1801,2501
 GERMAN 2251,2252H,2253,3252,4252 HEBREW 2700,2702,2703,2704,2708
 ITALIAN 2051(SP94 OR AFTER),2052,2054 JAPANESE 2451,2452 JEWSHST 2700,2702,
 JEWSHST 2703,2704,2708,3371 KOREAN 2451 MDRNGRK 2500H,3710 MEDREN 2888
 NELC 3702,3704 PERSIAN 2301,2701,2704 PHILOS 2120,3210(SP95 OR AFTER),
 PHILOS 3220(SP95 OR AFTER),3230(SP95 OR AFTER),3240(SP95 OR AFTER),
 PHILOS 3250(SP95 OR AFTER),3261,3262 PORTGSE 2150,2159 RUSSIAN 2250
 SCANDVN 3350,4250 SLAVIC 2345(AU98 OR AFTER) SPANISH 2320,2321,2520
 THEATRE 2367.02 TURKISH 2701 WGSST 2215,2367.01,2367.02,2367.03,2367.04,2702
 YIDDISH 3371,3395 \$:NUR LIT :HOLD FOR W/D

Set an Alternate Catalog Year for Minor (A2)

Definition

This exception is used to change a student's catalog year for the minor (where applicable – varies by college of the primary major). Catalog Year is the term/year in which the student began following the curriculum under which they will be certified to graduate. The default minor will automatically follow the catalog year of the primary major.

Example

The student's current catalog year is Autumn 2010. The student added a Sociology minor in Autumn 2013, so the academic advisor wishes to place the student on the newer semester version of the curriculum.

Before the Exception

▼ ✕ **SOCIOLOGY MINOR**
COMPLETE 15 HOURS OF COURSEWORK & EARN A 2.00 GPA
TRANSFER CREDIT HOURS ALLOWED. NO MORE THAN 6.7 OF THE
CREDIT HOURS REQUIRED ON THE MINOR.

EARNED: 3.00 HOURS *3.000 GPA*

R ✕ REQUIRED COURSE - TAKE THIS COURSE
R ✕ CORE COURSES - TAKE BOTH COURSES

1 COURSE TAKEN

SP13	SOCIOL 3487	3.0	B
------	-------------	-----	---

R ✕ ELECTIVES **COMPLETE 2 COURSES**
FROM: SOCIOL 3488
FROM: SOCIOL 2202,2210,2290,2300,2309,2310,2320,2330,2345,2367.01,2367.02,2367.03,
SOCIOL 2370,3380,2382,2391,2640,3302,3306,3380,3407,3430,3434,3435,3460,3463,
SOCIOL 3464,3467,3549,3597.01,3597.02,3630,4508,4509,4601,4606,4608,4610,4623,
SOCIOL 4635,4655,4666,4670,4671,4672,5450,5605,5629,5680,5694.01,5694.02,
SOCIOL 5694.03,5694.05,5694.06,5694.07,5694.08,5694.09,5694.10,5694.11,5694.12,
SOCIOL 5694.13,5694.14,5694.15

Entering the Exception

Step 1. Select "Exceptions" from the menu bar, then select "Add Exception" button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
-----	------	---	---	------------	-------------	--------

⚠ No exceptions found

Step 2. Select “Set an Alternate Catalog Year for Minor” from list of Exception Types.

Description
Set an Alternate Catalog Year for Minor
Set an Alternate Catalog Year for 2nd Major
Set an Alternate Catalog Year for Gen Ed
Set an Alternate Catalog Year for the Major
Course Substitution

Step 3. Enter the Alternate Catalog Year and click Save:

Add Set an Alternate Catalog Year for Minor

Instcd:

Term:

Memo:

Authorized By:

Date:

Last Modified:

By:

or

Note: Catalog Year is displayed in the format YYYYT, where Y = the four digit year, and T = term.

Term Options:
 2 = Spring
 3 = Summer
 4 = Autumn

After the Exception:



SOCIOLOGY MINOR

**COMPLETE 18 HOURS OF COURSEWORK & EARN A 2.00 GPA OVERALL
 TRANSFER CREDIT HOURS ALLOWED. NO MORE THAN 9 OF THE
 CREDIT HOURS REQUIRED ON THE MINOR.**

EARNED: 3.00 HOURS

3.000 GPA



REQUIRED COURSE - TAKE THIS COURSE

FROM: SOCIOL 1101



CORE COURSES - TAKE BOTH COURSES

1 COURSE TAKEN

SP13 SOCIOL 3487 3.0 B

FROM: SOCIOL 3488



ELECTIVES COMPLETE 3 COURSES

FROM: SOCIOL 2202,2210,2290,2300,2309,2310,2320,2330,2345,2367.01,2367.02,2367.03,
 SOCIOL 2370,3380,2382,2391,2640,3302,3306,3380,3407,3430,3434,3435,3460,3463,
 SOCIOL 3464,3467,3549,3597.01,3597.02,3630,4508,4509,4601,4606,4608,4610,4623,
 SOCIOL 4635,4655,4666,4670,4671,4672,5450,5605,5629,5680,5694.01,5694.02,
 SOCIOL 5694.03,5694.05,5694.06,5694.07,5694.08,5694.09,5694.10,5694.11,5694.12,
 SOCIOL 5694.13,5694.14,5694.15

Set an Alternate Catalog Year for the 2nd Major (A3)

Definition

This exception is used to change a student's catalog year for the second major. Catalog Year is the term/year in which the student began following the curriculum under which they will be certified to graduate. The default second major will automatically follow the catalog year of the primary major.

Example

The student's current catalog year is Autumn 2013. The student added a Sustainable Plant System – Turfgrass Science second major in Autumn 2014, so the academic advisor wishes to place the student on the Autumn 2014 version of the second major curriculum, which is different than what is automatically brought in under the Autumn 2013 catalog year.

Before the Exception

▶ 2ND MAJOR - SUSTAINABLE PLANT SYSTEMS
▶ ✕ INTERNSHIP
▼ ✕ SUSTAINABLE PLANT SYSTEMS - TURFGRASS SCIENCE MAJOR

✕ YOUR MAJOR GPA IS:
 ✕ A MINIMUM OF 41 HOURS IS REQUIRED IN THE MAJOR
 ✕ A MINIMUM OF 12 HOURS OF OSU COURSE WORK IN THE MAJOR DEPARTMENT EARNED THROUGH REGULAR COURSE ENROLLMENT ON THE COLUMBUS CAMPUS IS REQUIRED

✕ SUSTAINABLE PLANT SYSTEMS - SELECT THE FOLLOWING COURSES.
FROM: HCS 2200 OR 2203,3320 OR 3420,4600,5601 ENR 3000 PLNTPH 3001

✕ ENTOMOLOGY - COMPLETE ENTMLGY 4600 AND 4601 OR 4602
FROM: ENTMLGY 4600(R),4601,4602

✕ TURFGRASS SPECIALIZATION - SELECT THE FOLLOWING COURSES
FROM: HCS 3470,4570 PLNTPH 3002

✕ ADDITIONAL ELECTIVES - SELECT 15 TO 18 HOURS
FROM: HCS 2270,2340,3370,3380,3420,3797,4189,4560,5193,5521,5422,5621,5630,5670,5730,
HCS 5797,5890 ENR 3001,5260,5270,5272 PLNTPH 5130

Entering the Exception

Step 1. Select "Exceptions" from the menu bar, then select "Add Exception" button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
-----	------	---	---	------------	-------------	--------

⚠ No exceptions found

Step 2. Select “Set an Alternate Catalog Year for 2nd Major” from list of Exception Types.

Description
Set an Alternate Catalog Year for Minor
Set an Alternate Catalog Year for 2nd Major
Set an Alternate Catalog Year for Gen Ed
Set an Alternate Catalog Year for the Major
Course Substitution

Step 3. Enter the Alternate Catalog Year and click Save:

Add Set an Alternate Catalog Year for 2nd Major

Instcd	<input type="text"/>
Term	<input type="text" value="20144"/>
Memo	<input type="text"/>
Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	

or Cancel

Note: Catalog Year is displayed in the format YYYYT, where Y = the four digit year, and T = term.

Term Options:
2 = Spring
3 = Summer
4 = Autumn

After the Exception:

- ▶ **2ND MAJOR - SUSTAINABLE PLANT SYSTEMS**
- ▶ ✖ **INTERNSHIP**
- ▼ ✖ **SUSTAINABLE PLANT SYSTEMS - TURFGRASS SCIENCE MAJOR**
- R ✖ YOUR MAJOR GPA IS:
- R ✖ A MINIMUM OF 41 HOURS IS REQUIRED IN THE MAJOR
- R ✖ A MINIMUM OF 12 HOURS OF OSU COURSE WORK IN THE MAJOR DEPARTMENT EARNED THROUGH REGULAR COURSE ENROLLMENT ON THE COLUMBUS CAMPUS IS REQUIRED
- R ▲ **SUSTAINABLE PLANT SYSTEMS - SELECT THE FOLLOWING COURSES.**
- FROM:** HCS 3420,4600,5601 ENR 3000 PLNTPTH 3001
- R ✖ **ENTOMOLOGY - COMPLETE ENTOMOL 4600 AND 4601 OR 4602**
- FROM:** ENTMLGY 4600(R),4601,4602
- R ✖ **TURFGRASS SPECIALIZATION - SELECT THE FOLLOWING COURSES**
- FROM:** HCS 3470,4570,5422 PLNTPTH 3002
- ✖ **ADDITIONAL ELECTIVES - SELECT 15 TO 17 HOURS**
- FROM:** HCS 2200,2203,2270,2340,3320,3370,3380,3797,3488.01,3522,4193,4560,5097,5193, HCS 5621,5630,5670,5730,5797,5890 ENR 3001,5270,5272 PLNTPTH 5130

Set an Alternate Catalog Year for the Major (A5)

Definition

This exception is used to change a student's catalog year for the major (where applicable – varies by college and program). Catalog Year is the term/year in which the student began following the curriculum under which they will be certified to graduate. This exception is related to the quarter-to-semester conversion and is most commonly used to switch a transition student to the semester major curriculum.

Example

A student enrolled in the Communications major in Spring 2012, but the major curriculum changed in Summer 2012. The advisor determines that the student should be placed on the new curriculum.

Before the Exception:

▼ ✕ **SCM MAJOR: FOCUS AREA ELECTIVES**
NEEDS: 6.00 HOURS

✕ SELECT AT LEAST 2 COURSES AND AT LEAST 6 CREDITS
NEEDS: 2 COURSES
FROM: COMM 2511,3267,3330,3331,3332,3334,3345,3404,
COMM 4737,4814,4820

▼ ✕ **SCM MAJOR: INTEGRATION & APPLICATION ELECTIVES - TAKE 2
ADDITIONAL COURSES FOR AT LEAST 6 CREDIT HOURS AT THE
2000-LEVEL OR ABOVE IN COMMUNICATION.**

EARNED: 3.00 HOURS 1 COURSE
NEEDS: 1 COURSE

SP13	COMM 3440	3.00	B
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FROM: COMM 2000 TO 2109,2110 OR 2131,2132 TO 5999
AN INTERNSHIP (COMM 4191) MAY COUNT AS ONE OF THESE COURSES. ONLY 3 HOURS OF COMM 4191 WILL COUNT TOWARD THE MAJOR.
NEEDS: 3.00 HOURS
FROM: COMM 4191

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
-----	------	---	---	------------	-------------	--------

⚠ No exceptions found

Step 2. Select “Set an Alternate Catalog Year for the Major” from list of Exception Types.

Description
Set an Alternate Catalog Year
Set an Alternate Catalog Year for 2nd Major
Set an Alternate Catalog Year for Gen Ed
Set an Alternate Catalog Year for the Major
Course Substitution
Set a Catalog Year

Step 3. Enter the Alternate Catalog Year and click Save:

Add Set an Alternate Catalog Year for the Major

Instcd

Term

Memo

Authorized By

Date

Last Modified:

By:

or Cancel

Note: Catalog Year is displayed in the format YYYYT, where Y = the four digit year, and T = term.

Term Options:
 2 = Spring
 3 = Summer
 4 = Autumn

After the Exception:

- ▼ ✕ **SCM MAJOR: FOCUS AREA ELECTIVES**
NEEDS: 9.00 HOURS

✕ SELECT AT LEAST 3 COURSES AND AT LEAST 9 CREDITS
NEEDS: 3 COURSES
FROM: COMM 3330,3331,3333,3334,3345,3444,3628,3668,4820
- ▼ ✕ **SCM MAJOR: SPECIAL TOPIC ELECTIVES - TAKE 2**
ADDITIONAL COURSES FOR AT LEAST 6 CREDIT HOURS AT THE 2000-LEVEL OR ABOVE IN COMMUNICATION.
EARNED: 3.00 HOURS 1 COURSE
NEEDS: 1 COURSE

SP13	COMM 3440	3.00	B
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FROM: COMM 2000 TO 2109,2110 OR 2131,2132 TO 5999
 AN INTERNSHIP (COMM 4191) MAY COUNT AS ONE OF THESE COURSES. ONLY 3 HOURS OF COMM 4191 WILL COUNT TOWARD THE MAJOR.
NEEDS: 3.00 HOURS
FROM: COMM 4191
 A RESEARCH EXPERIENCE (COMM 4998) MAY COUNT AS ONE OF THESE COURSES. ONLY 3 HOURS OF COMM 4998 WILL COUNT TOWARD THE MAJOR.
NEEDS: 3.00 HOURS
FROM: COMM 4998

Course Substitution (CS)

Definition

A student's course can be substituted for a specific course in a list of acceptable courses. With this exception, the student's course "assumes the identity" of the substituted course.

Note

It is advisable to try an "Insert Course" exception before attempting a "Course Substitution" exception.

Example

A student receives general credit for a transfer course, BIOLOGY G000.01. This course was approved to meet the GE Natural Science Biological Science subrequirement and was substituted for BIOLOGY 1101.

Before the Exception:

▼ ✕ **GEC: NATURAL SCIENCE**
ALL COURSES MUST BE COMPLETED WITH A GRADE OF C- OR HIGHER

✕ REQUIRED PHYSICS SEQUENCE - TAKE BOTH COURSES
0 GROUPS TAKEN

AU12	PHYSICS 1200	3.00	C
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FROM: PHYSICS 1200 & 1201

✕ BIOLOGICAL SCIENCE - CHOOSE ONE COURSE
FROM: BIOLOGY 1101,1113

✕ HUMAN PHYSIOLOGY - TAKE THIS COURSE
FROM: EEOB 2520

CHEMISTRY - COMPLETED

AU10	CHEM 1210	2.01	B
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Entering the Exception:

Step 1. Select "Exceptions" from the menu bar, then select "Add Exception" button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
-----	------	---	---	------------	-------------	--------

⚠ No exceptions found

Step 2. Select “Course Substitution” from list of Exception Types.

Description
Set an Alternate Catalog Year
Set an Alternate Catalog Year for 2nd Major
Set an Alternate Catalog Year for Gen Ed
Set an Alternate Catalog Year for the Major
Course Substitution
Set a Catalog Year
Delete Course

Step 3. Enter the Course and Substituted Course for the sub-requirement being modified....

Add Course Substitution

Course Taken by Student

Term

Substituted Course

Message displayed on audit

... and then select “Save:”

or

After the Exception:

▼ ✕ **GEC: NATURAL SCIENCE**
ALL COURSES MUST BE COMPLETED WITH A GRADE OF C- OR HIGHER

✕ REQUIRED PHYSICS SEQUENCE - TAKE BOTH COURSES
0 GROUPS TAKEN

AU12	PHYSICS 1200	3.00	C	
FROM:	PHYSICS 1200 & 1204			
BIOLOGICAL SCIENCE - COMPLETED				
SU10	BIOLOGY G000.01	2.01	B	IN PLACE OF: BIOLOGY 1101
✕	HUMAN PHYSIOLOGY - TAKE THIS COURSE			
FROM:	EEOB 2520			
CHEMISTRY - COMPLETED				
AU10	CHEM 1210	2.01	B	

Delete Course (DC)

Definition

This exception will delete a course (typically one the student has taken) from the list of acceptable courses for a specific subrequirement. It is typically used to affect the “flow” of courses in a degree audit.

Example

A Political Studies major also has a minor in Globalization Studies. He would like to use his POLITSC 3220 course for his minor and take a different course to fulfill the Comparative Politics section of his major. However, POLITSC 3220 is matching into the major, so it will need to be removed from the section to allow it to match into the minor.

Before the Exception:

<input type="checkbox"/> <input checked="" type="checkbox"/>	AMERICAN POLITICS : TAKE ONE COURSE		
FROM:	POLITSC 2150,2367,3100,3115,3170,3549,3905,3912,4110, POLITSC 4130,4132,4135,4136,4137,4138,4139,4140,4145, POLITSC 4165,4170,4175,4190,4191,4192,4910,5124,5140		
<input type="checkbox"/>	COMPARATIVE POLITICS : COMPLETE		
SU13	POLITSC 3220	3.00	B+
<input type="checkbox"/> <input checked="" type="checkbox"/>	INTERNATIONAL RELATIONS : TAKE ONE COURSE		
FROM:	POLITSC 2300,3910,4300,4310,4315,4318,4320,4326,4327, POLITSC 4381,4597.01		

Entering the Exception:

Only two fields are required for entering this exception – the pseudo course and the course.

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Delete Course” from list of Exception Types.

- Set an Alternate Catalog Year for the Major
- Course Substitution
- Set a Catalog Year
- Delete Course
- Insert Course

Step 3. Enter the pseudo course for the sub-requirement....

Add Delete Course

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="POLSCI COMPARAT"/>
Exception Note	<input type="text"/>

... and then select "Add Course" at the bottom:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
	<input type="button" value="Save"/> or <input type="button" value="Cancel"/>
	<input type="button" value="Add Course"/>

▲ #	Course
No courses found	

Step 4. Enter the course (using the course mask) into the Course field, and then click "Add to List."

Add Course

Course	<input type="text" value="POLITSC 3220"/>
Replacement Course	<input type="text"/>
Match Control	Default <input type="button" value="v"/>
Year Term Range	<input type="text"/>
	<input type="button" value="Add to List"/> <input type="button" value="Return"/>

Step 5. Click “Return.”

Add Course

Course

Replacement Course

Match Control

Year Term Range

or

✔ 1 course was added.

▲ #	Course	Re
1	POLITSC 3220	

Step 6. Click “Save.”

Authorized By

Date

Last Modified: 2014-03-19 14:25:18.815

By:

or

▲ #	Course
1	POLITSC 3220

After the Exception:

R **x** AMERICAN POLITICS : TAKE ONE COURSE
FROM: POLITSC 2150,2367,3100,3115,3170,3549,35
POLITSC 4130,4132,4135,4136,4137,4138,41
POLITSC 4165,4170,4175,4190,4191,4192,49

R **x** COMPARATIVE POLITICS : TAKE ONE COURSE
FROM: POLITSC 4200,4210,4212,4214,4216,4218,42
POLITSC 4241,4242,4249,4262,4270,4280,45

R **x** INTERNATIONAL RELATIONS : TAKE ONE COURSE
FROM: POLITSC 2300,3910,4300,4310,4315,4318,43
POLITSC 4381,4597.01

Note: POLITSC 3220 has been removed from Comparative Politics in the major, which allowed the course to fall into the minor.

v **x** **GLOBALIZATION STUDIES MINOR**
COMPLETE 15 HOURS & EARN A 2.0 GRADE POINT AVERAGE
NO MORE THAN 6 HOURS OF TRANSFER CREDIT MAY BE APPLIED
TO THE MINOR.

EARNED: 3.00 HOURS

- x** REQUIRED FOUNDATIONS - COMPLETE BOTH COURSES
FROM: COMPSTD 3360 INTSTDS 3850
- x** A. ARTS & HUMANITIES - COMPLETE ONE COURSE
FROM: AFAMAST 3310,4570 CLAS 4597 COM
ENGLISH 3597.03,4597.01 HISTORY:
LING 4597.01,4597.02 MUSIC 3348 W

B. SOCIAL SCIENCES - COMPLETED
3.00 HOURS ADDED

SU13	POLITSC 3220	3.00	B+
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Insert Course (IC)

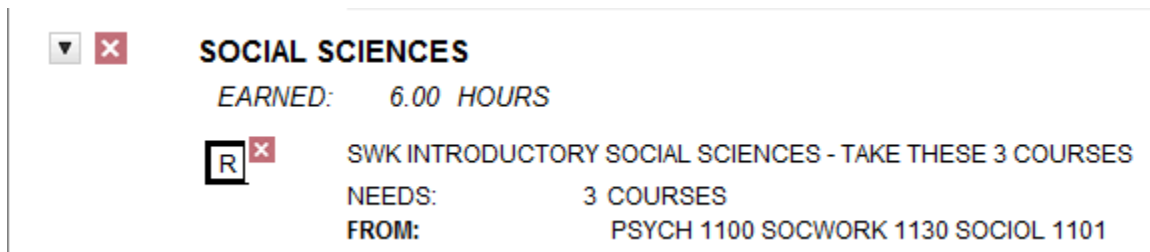
Definition

This exception will add or insert a course (typically one the student has taken) into the list of acceptable courses for a specific subrequirement.

Example

A transfer student received general credit for a psychology course – PSYCH G000.01. The advisor has approved the course to be used as an introductory social science course.

Before the Exception:



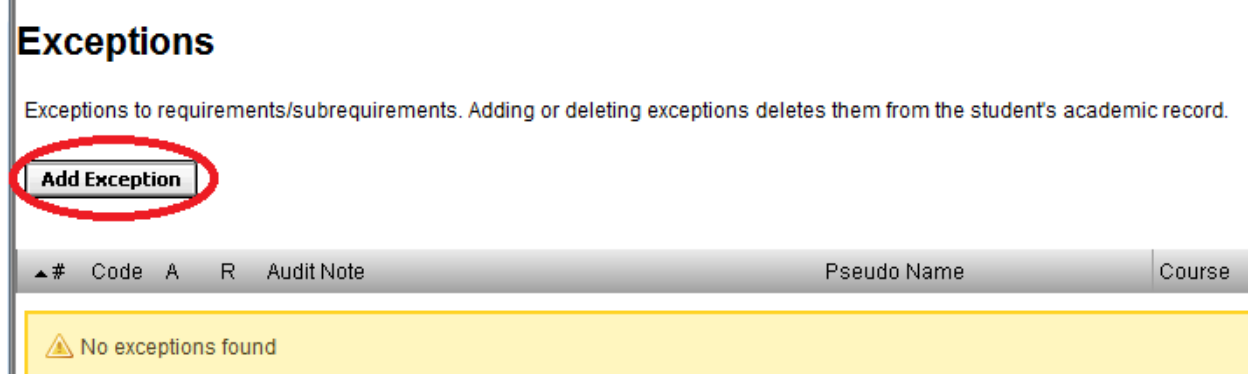
▼ ✕ **SOCIAL SCIENCES**
EARNED: 6.00 HOURS

✕ **R** SWK INTRODUCTORY SOCIAL SCIENCES - TAKE THESE 3 COURSES
NEEDS: 3 COURSES
FROM: PSYCH 1100 SOCWORK 1130 SOCIOL 1101

Entering the Exception:

Only two fields are required for entering this exception – the pseudo course and the course.

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.



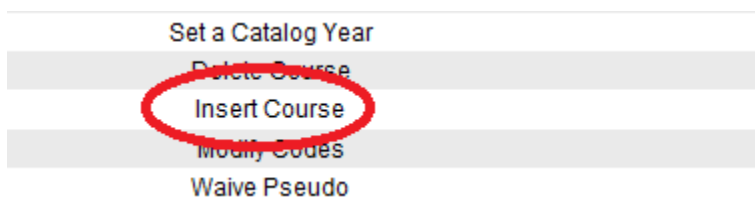
Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Insert Course” from list of Exception Types.



- Set a Catalog Year
- Delete Course
- Insert Course**
- Modify Codes
- Waive Pseudo

Step 3. Enter the pseudo course for the sub-requirement....

Add Insert Course

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="SWK SOC SCIENCE"/>
Exception Note	<input type="text"/>

... and then select “Add Course” at the bottom:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
	<input type="button" value="Save"/> or <input type="button" value="Cancel"/>
	<input type="button" value="Add Course"/>
▲ #	Course
⚠ No courses found	

Step 4. Enter the course (using the course mask) into the Course field, and then click “Add to List.”

Add Course

Course	<input type="text" value="PSYCH G000.01"/>
Replacement Course	<input type="text"/>
Match Control	<input type="text" value="Default"/>
Year Term Range	<input type="text"/>
	<input type="button" value="Add to List"/> or <input type="button" value="Return"/>

Step 5. Click "Return."

Add Course

Course

Replacement Course

Match Control

Year Term Range

or

✓ 1 course was added.

▲ #	Course
1	PSYCH G000.01

Step 6. Click "Save."

Last Modified: 2014-03-19 15:42:57.11

By:

or

▲ #	Course
1	PSYCH G000.01

After the Exception:

▼ ✕ **SOCIAL SCIENCES**
EARNED: 9.00 HOURS

Ⓡ ✕ SWK INTRODUCTORY SOCIAL SCIENCES - TAKE THESE 3 COURSES
1 COURSE TAKEN

AU09	PSYCH G000.01	3.00	B
------	---------------	------	---

NEEDS: 2 COURSES
FROM: PSYCH 1100 SOCWORK 1130 SOCIOL 1101

Modify Codes (MC)

Definition

This exception allows you to append condition codes associated with a course. A condition code is a one-character code that identifies certain attributes of a course. For example, a condition code of “D” is assigned to duplicate courses that are not repeatable. Please contact your degree audit coordinator if you feel you need to remove a code to discuss the best way to handle it.

Example

A student is taking LARCH 2780 for a second time. The student has been approved to use both instances of the course to count towards the Landscape Architecture Electives section.

Before the Exception:

The screenshot shows a requirement section titled "LANDSCAPE ARCHITECTURE ELECTIVES". It includes a table with the following data:

Code	Requirement	Hours	IP	>R
SP14	LARCH 2780	3.00	IP	>R

Below the table, there is a requirement text: "COMPLETE 3 ADDITIONAL HOURS". Underneath, it specifies "NEEDS: 3.00 HOURS" and "FROM: LARCH 2453,3189,4191,4193,4194,4370,4410,4780,4797,4798,4890,4999,5798,5960, LARCH 2780(SP14)".

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

The screenshot shows the "Exceptions" menu. The text below the title reads: "Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record." A red circle highlights the "Add Exception" button. Below the button is a table with the following headers: "#", "Code", "A", "R", "Audit Note", "Pseudo Name", and "Course". A yellow message box below the table states: "No exceptions found".

Step 2. Select “Modify Codes” from list of Exception Types.

The screenshot shows a list of exception types. The items are: "Delete Course", "Insert Course", "Modify Codes", "Waive Pseudo", and "Requirement Complete". A red circle highlights the "Modify Codes" option.

Step 3. Enter the Course, Term, and Condition Code....

Add Modify Codes

Course Taken by Student

Term

Substituted Course

Message displayed on audit

Accept Code 1

Term is only needed for a Modify Codes when multiple instances of the course exist on the audit. Term is displayed in the format YYYYT, where Y = the four digit year, and T = term.

Term Options:
 2 = Spring
 3 = Summer
 4 = Autumn

Step 4. Click "Save."

or

After the Exception:



LANDSCAPE ARCHITECTURE ELECTIVES

LANDSCAPE ARCHITECTURE TOPICS SEMINAR - COMPLETED

AU13	LARCH 2780	3.00	A-	RP
------	------------	------	----	----

3 ADDITIONAL HOURS - COMPLETED

SP14	LARCH 2780	3.00	IP	>I
------	------------	------	----	----

Table 1. List of Commonly Used Condition Codes

CONDITION CODE	DEFINITION
W	Assigned to courses with grades of "A-" or better.
B	Assigned to courses with grades of "B" or better.
C	Assigned to courses with grades of "C-" or better.
J	Assigned to courses with grades of "C" or better.
N	Assigned to courses with a failing grade (E, NP, U)
P	Assigned to courses with a final grade of P or NP
S	Assigned to any course with a final grade of S or U
T	Assigned to any course with a "T" prefix (technical courses)
D	Assigned to duplicate courses which are not repeatable (as noted in the Course Catalog); appending a "D" to a course will prevent it from being considered a "duplicate."

Waive Pseudo (PW)

Definition

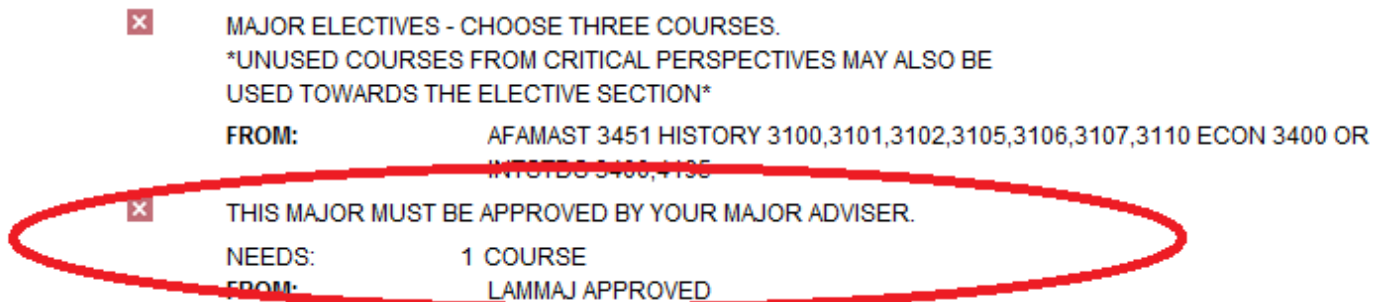
This exception is typically used when a student has achieved some level of competency that is not course-specific (e.g., through life experience, proficiency testing, etc.), or when completing an advisor sign-off subrequirement.

This exception is similar to “Waive Course,” “Waive Requirement,” and “Requirement Complete” exceptions.

Example

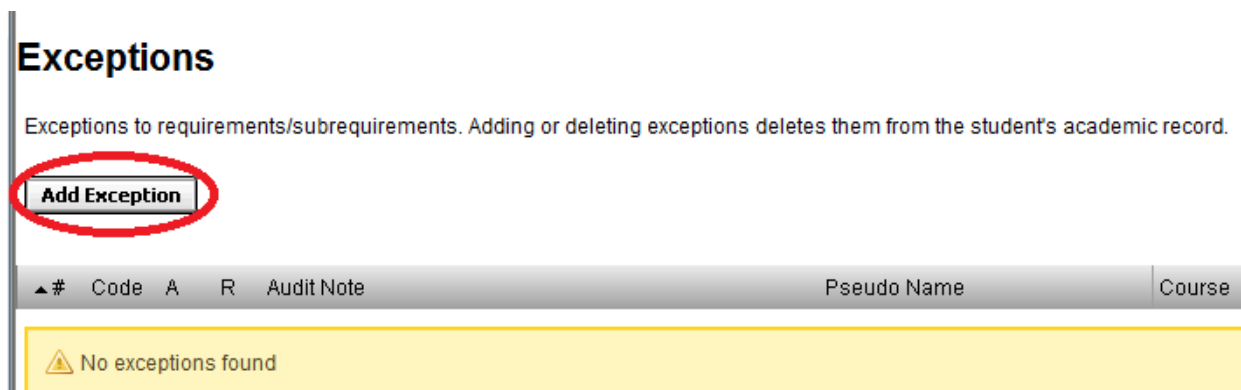
The International Studies major in the College of Arts and Sciences requires student to see an advisor to obtain final approval of the major. In order for the major to go green on the audit, the advisor must complete a waive pseudo exception on the final subrequirement in the major.

Before the Exception:

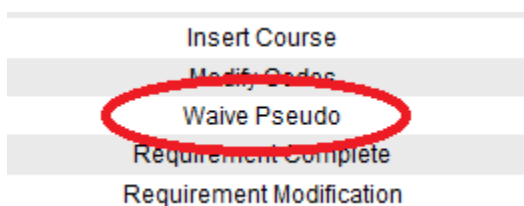


Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.



Step 2. Select “Waive Pseudo” from list of Exception Types.



Step 3. Enter the pseudo course for the subrequirement being waived:

Add Waive Pseudo

Course or Pseudo-Cours	LAMMAJ APPROVED
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	Started Quarters, Graduate Semesters ▼
Add Condition Code 1	<input type="text"/>

... and then select "Save" towards the bottom of the page:

Memo	<input type="text"/>
Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

After the Exception:

✘ MAJOR ELECTIVES - CHOOSE THREE COURSES.
UNUSED COURSES FROM CRITICAL PERSPECTIVES MAY ALSO BE USED TOWARDS THE ELECTIVE SECTION

FROM: AFAMAST 3451 HISTORY 3100,3101,3102,3105,3106,3107,3110
INTSTDS 3400,4195

0.00 HOURS ADDED 1 COURSE TAKEN

SP12	LAMMAJ APPROVED	0.00
------	-----------------	------

FROM: LAMMAJ APPROVED

Requirement Complete (RC)

Definition

This exception is used when an entire subrequirement is to be fulfilled.

The “Requirement Complete” exception is virtually the same as “Waive Requirement.”

Example

A student is completing two different minors in Psychology, the General Psychology minor and the Organization & Performance minor. PSYCH 2220 and PSYCH 2300 are required for both, but will only match into one. The other minor will need these two subrequirements closed by exception. PSYCH 2300 will be closed using a requirement complete exception.

Before the Exception:

✘ DATA ANALYSIS - TAKE THIS COURSE
FROM: PSYCH 2220

✘ OR) DATA ANALYSIS - IF YOU TAKE A NON-PSYCHOLOGY COURSE TO COMPLETE THE DATA ANALYSIS REQUIREMENT, YOU WILL NEED TO TAKE AN ADDITIONAL 3 HOURS FROM THE MINOR COURSE LIST.
FROM: STAT 2450.4201, 427,1430 & BUSMGT 2320 MOLGEN 5650

R ✘ RESEARCH REQUIREMENT - TAKE THIS COURSE
FROM: PSYCH 2300

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

#	Code	A	R	Audit Note	Pseudo Name	Course
No exceptions found						

Step 2. Select “Requirement Complete” from list of Exception Types.

- Modify Codes
- Waive Prereqs
- Requirement Complete**
- Requirement Modification
- Use Course
- Waive Course

Step 3. Enter the pseudo course for the subrequirement being forced to completion:

Add Requirement Complete

Course or Pseudo-Course	<input type="text" value="PSY MIN RSCH"/>
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	<input type="text" value="Started Quarters, Graduate Semesters"/>

... and then select "Save" towards the bottom of the page:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

After the Exception:

- ✘ DATA ANALYSIS - TAKE THIS COURSE
FROM: PSYCH 2220
 - ✘ OR) DATA ANALYSIS - IF YOU TAKE A PRE-APPROVED
NON-PSYCHOLOGY COURSE TO COMPLETE THE DATA ANALYSIS
REQUIREMENT, YOU WILL NEED TO TAKE AN ADDITIONAL
3 HOURS FROM THE MINOR COURSE LIST.
FROM: STAT 2450,4201, 427,1430 & BUSMGT 2320 MOLGEN 5650
- RESEARCH REQUIREMENT - COMPLETED
- | | | |
|------|--------------|------|
| SP12 | PSY MIN RSCH | 0.00 |
|------|--------------|------|

Requirement Modification (RM)

Definition

This exception can modify many values at the requirement and subrequirement levels. It is particularly useful if course count or hours for a requirement or subrequirement needs to be adjusted.

Example

A student has been approved to use a transfer course towards his 9 hour elective requirement in the Public Affairs major. The course content meets the needs of the major, but only transferred in as 2.67 credit hours. Consequently, the electives subrequirement still needs 3.33 hours to go complete. The advisor feels that only one additional 3-hour course is necessary for this student, so the extra .33 hours can be removed.

Before the Exception:

▼ ✕ **COMMUNITY ORGANIZATION AND CIVIC ENGAGEMENT
PUBLIC AFFAIRS TRACK**

✕ FOUNDATIONAL COURSES: TAKE THESE COURSES.
FROM: ESHESA 2571 POLITSC 4160

✕ ELECTIVES: TAKE AT LEAST 9 HOURS.

AU09	AFAMAST G000.04	2.67	A
SP12	ECON 3048	3.00	A

NEEDS: **3.33 HOURS**

FROM: AFAMAST 4504 OR POLITSC 4504 AFAMAST 5189S COMM 4853.01,4853.02,4665
POLITSC 4152,4164 PUBAFRS 4191.01,5591,5750,5800 SOCIOL 2391,3407,3463
WGSST 3385,4513

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Requirement Modification” from list of Exception Types.

- Waive Pseudo
- Requirement Complete
- Requirement Modification**
- Use Course
- Waive Course

Step 3. Enter the pseudo course for the subrequirement and the hours to adjust.

Add Requirement Modification

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="COMM ORG ELECT"/>
Exception Note	<input type="text"/>
Required Sub-reqs (req level) or Courses (sub-req)	<input type="text"/>
Required hours	<input type="text" value="-33"/>
Required Count (req level)	<input type="text"/>

Three options exist for adjusting hours/count:

- *Required Sub-reqs (req level) or Courses (sub-req) will adjust the course count on a subrequirement.
- *Required Hours is for any hours adjustment.
- *Required Count (req level) adjusts course count on a requirement.

Step 4. Click "Save."

Date	<input type="text"/>
Last Modified:	<input type="text"/>
By:	<input type="text"/>
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

After the Exception:

<input type="checkbox"/> <input type="checkbox"/>	COMMUNITY ORGANIZATION AND CIVIC ENGAGEMENT PUBLIC AFFAIRS TRACK
<input type="checkbox"/>	FOUNDATIONAL COURSES: TAKE THESE COURSES. FROM: ESHESA 2571 POLITSC 4160
<input type="checkbox"/>	ELECTIVES: TAKE AT LEAST 9 HOURS.
	AU09 AFAMAST G000.04 2.67 A SP12 ECON 3048 3.00 A
NEEDS:	3.00 HOURS
FROM:	AFAMAST 4504 OR POLITSC 4504 AFAMAST 5189S COMM 4853.01,4853.02,4665 POLITSC 4152,4164 PUBAFRS 4191.01,5591,5750,5800 SOCIOL 2391,3407,3463 WGSST 3385,4513

Use Course (UC)

Definition

This exception will force a student's course into a certain requirement.

Note

It is advisable to try an "Insert Course" exception before attempting a "Use Course" exception, which should be used as a last resort. This exception can cause side effects to other courses in the audit.

Example

A student has a transfer course, ENGLISH G000.04, that has been approved for use as a General Education course for the Literature area, but a different course, CLAS 101, is fulfilling the section.

Before the Exception:

▼	✓	GENED - LITERATURE			
		<i>EARNED:</i>			<i>1 SUB-GROUP</i>
		W11 CLASSICS 101	3.3	A	PROCESSED AS: CLAS 101

Entering the Exception

Step 1. Select "Exceptions" from the menu bar, then select "Add Exception" button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select "Use Course" from list of Exception Types.

Requirement Complete
Requirement Modification
Use Course
Waive Course
Waive Hours

Step 3. Enter the course and pseudo course of the requirement that is being waived:

Add Use Course

Course Taken by Student	<input type="text" value="ENGLISH G000.04"/>
Substituted for Pseudo-Course	<input type="text" value="SEM LITERATURE"/>
Message displayed on audit	<input type="text"/>

... and then select "Save" towards the bottom:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

After the Exception:

▼	✓	GENED - LITERATURE		
		<i>EARNED:</i>		<i>1 SUB-GROUP</i>
		<input type="text" value="SP10 ENGLISH G000.04"/>	2.6 KB	FINDLAY : ENGL202 IN PLACE OF: SEM LITERATURE

Waive Course (WC)

Definition

This exception is used to waive a specific course for a student.

This exception is similar to “Waive Course,” “Waive Requirement,” and “Requirement Complete” exceptions.

Example

A student transferred in ENGLISH 2367.01 from another institution. A petition to waive the lower level first writing course has been approved, since the student has achieved a higher level of proficiency.

Before the Exception:

▼ ✕ **GEC R: WRITING AND RELATED SKILLS**

✕ FIRST WRITING COURSE -
FROM: ENGLISH 1110.01,1110.02,1110.03
SECOND WRITING COURSE - COMPLETED

SU12	ENGLISH 2367.01	3.00	KA	KENT ST : ENG 21011
------	-----------------	------	----	---------------------

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Waive Course” from list of Exception Types.

- Requirement Modification
- Use Course
- Waive Course**
- Waive Hours
- Waive Requirement

Step 3. Enter the course being waived:

Add Waive Course

Course or Pseudo-Course	<input type="text" value="ENGLISH 1110.01"/>
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	<input type="text" value="Started Quarters, Graduate Semesters"/>

... and then select "Save" towards the bottom:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

After the Exception:

▼	✓	GEC R: WRITING AND RELATED SKILLS
FIRST WRITING COURSE - COMPLETED		
SP12	ENGLISH 1110.01	0.00
SECOND WRITING COURSE - COMPLETED		
SU12	ENGLISH 2367.01	3.00 KA

Waive Hours (WH)

Definition

This exception is used to waive a number of hours in a specific subrequirement for a student.

Example

A dual degree student has been approved to have one hour waived from the elective section in one of the degrees.

Before the Exception:

▼	✕	CSE TECHNICAL ELECTIVES
		EARNED: 7.35 HOURS
		IN-PROGRESS: 7.00 HOURS
		NEEDS: 0.65 HOURS

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Waive Hours” from list of Exception Types.

- Use Course
- Waive Course
- Waive Hours**
- Waive Requirement
- Exchange Course

Step 3. Enter the pseudo course and the hours being waived for the subrequirement:


Edit Waive Hours

Course or Pseudo-Course	<input type="text" value="ENG TE CSE MJ"/>
Hours Waived	<input type="text" value="1"/>
Displayed As	<input type="text"/>
Year/Term	Started Quarters, Graduate Semesters ▼

... and then select "Save" towards the bottom:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

After the Exception:

▼  **CSE TECHNICAL ELECTIVES**
EARNED: 8.35 HOURS
IN-PROGRESS: 7.00 HOURS

Waive Requirement (WR)

Definition

This exception is used when an entire subrequirement is to be waived.

This exception is similar to “Waive Course,” “Waive Requirement,” and “Requirement Complete” exceptions.

Example

A student is completing two different minors in Psychology, the General Psychology minor and the Organization & Performance minor. PSYCH 2220 and PSYCH 2300 are required for both, but will only match into one. The other minor will need these two subrequirements closed by exception. PSYCH 2200 will be closed using a waive requirement exception.

Before the Exception:

✘ DATA ANALYSIS - TAKE THIS COURSE
FROM: PSYCH 2220

✘ OR) DATA ANALYSIS - IF YOU TAKE A PRE-APPROVED
NON-PSYCHOLOGY COURSE TO COMPLETE THE DATA ANALYSIS
REQUIREMENT, YOU WILL NEED TO TAKE AN ADDITIONAL
3 HOURS FROM THE MINOR COURSE LIST.
FROM: STAT 2450,4201, 427,1430 & BUSMGT 2320 MOLGEN 5650
RESEARCH REQUIREMENT - COMPLETED

SP12	PSY MIN RSCH	0.00
------	--------------	------

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Waive Requirement” from list of Exception Types.

- Use Course
- Waive Course
- Waive Hours
- Waive Requirement**
- Exchange Course

Step 3. Enter the pseudo course of the requirement that is being waived:

Add Waive Requirement

Course or Pseudo-Course	<input type="text" value="PSY MIN DATA"/>
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	<input type="text" value="Started Quarters, Graduate Semesters"/>

... and then select click "Save."

Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

After the Exception:

DATA ANALYSIS - COMPLETED		
SP12	PSY MIN DATA	0.00
RESEARCH REQUIREMENT - COMPLETED		
SP12	PSY MIN RSCH	0.00

Exchange Course (XC)

Definition

This exception allows you to exchange or “swap” a student’s course for an acceptable course. This exception is similar to “Course Substitution,” but the student’s course retains its own identity.

Example

A Marketing student has been approved to use ECON 4200 in place of BUSML 3380. “Exchange Course” will allow for the “swapping” of these courses.

Before the Exception:

▼	✕	BUSINESS INTRODUCTORY CORE - MARKETING & LOGISTICS
	✕	BUSINESS MARKETING & LOGISTICS - TAKE 2 COURSES
		1 COURSE TAKEN
		W11 BUSML 3250 3.00 A
		FROM: BUSML 3380

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.

Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

Add Exception

▲ #	Code	A	R	Audit Note	Pseudo Name	Course
⚠ No exceptions found						

Step 2. Select “Exchange Course” from list of Exception Types.

Waive Hours
Waive Requirement
Exchange Course

Step 3. Enter the pseudo course for the sub-requirement being modified....

Add Exchange Course

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="BUS MKTG"/>
Exception Note	<input type="text"/>

... and then select "Add Course" towards the bottom:

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
	<input type="button" value="Save"/> or <input type="button" value="Cancel"/>
	<input type="button" value="Add Course"/>

#	Course
No courses found	

Step 4. Enter the course (using the course mask) into the Course and Replacement Course fields, and then click "Add to List."

Add Course

Course	<input type="text" value="BUSML 3380"/>
Replacement Course	<input type="text" value="ECON 4200"/>
Match Control	<input type="text" value="Default"/>
Year Term Range	<input type="text"/>
	<input type="button" value="Add to List"/> <input type="button" value="Return"/>

Step 5. Click “Return.”

Add Course

Course

Replacement Course

Match Control ▼

Year Term Range

✔ 1 course was added.

▲ #	Course	Replacement Course
1	BUSML 3380	ECON 4200

Step 6. Click “Save.”

Last Modified:

By:

of

▲ #	Course	Replacement Course
1	BUSML 3380	ECON 4200

After the Exception:

▼ ✔ **BUSINESS INTRODUCTORY CORE - MARKETING & LOGISTICS**

BUSINESS MARKETING & LOGISTICS - COMPLETED

2 COURSES TAKEN

AU10	ECON 520	3.35	A-	PROCESSED AS: ECON 4200
WI11	BUSML 3250	3.00	A	

Foreign Language Requirement Exceptions

Requirement Structure

The Foreign Language requirement is designed to pick up all applicable foreign language courses until it hits the top language course (1103 or equivalent), which will then complete the requirement. If the only applicable foreign language course is the top course, then this requirement will be considered complete.

Making exceptions to the requirement

To make an exception to this requirement, please refer to the following:

- The pseudo is LANGPROFICIENCY
- The subrequirement that will be adjusted is encoded to look for 1 course and 3 hours

Complete with ONE course:

1. Use an Insert Course exception with pseudo LANGPROFICIENCY. (See p. 16 for step-by-step instructions for an Insert Course exception).
2. If the course being entered is less than 3 hours, you will need to modify your hours in the Required hours field.

Insert Course Details

Requirement Name	
Pseudo-Course Name	LANGPROFICIENCY
Exception Note	
Required Sub-reqs (req level) or Courses (sub-req)	
Required hours	-1

Example of completing the requirement with one course: Completing the subrequirement with a course that is only 2 hours requires adjusting the hours by -1 to make the requirement go complete.

Complete with more than one course:

1. Use an Insert Course exception with pseudo LANGPROFICIENCY. (See p. 14 for step-by-step instructions for an Insert Course exception).
2. Increase course count from 1.

Insert Course Details

Requirement Name

Pseudo-Course Name LANGPROFICIENCY

Exception Note

Required Sub-reqs (req level) or Courses (sub-req)

3

This number will be however many courses you want minus ONE since it is already requiring one course.

Required hours 0

Example of completing the requirement with more than one course: This subrequirement is now looking for a total of 4 courses – the one that it was already looking for, plus three additional ones added by this exception.

Complete with NO courses:

1. Use a Requirement Complete exception with pseudo LANGPROFICIENCY. (See p. 21 for step-by-step instructions for a Requirement Complete exception).
2. Often text should be entered in the “Displayed As” field that will appear as text on the audit; i.e., “Native speaker of Chinese.”

Requirement Complete Details

Course or Pseudo-Course LANGPROFICIENCY

Hours Waived 0

Displayed As Native speaker of Chinese

Example of completing the requirement with no courses: Text entered in the “Displayed As” field will appear on the audit.