# 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.

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.

Courses with 3 digit course numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>D D D D D D D</td>
<td>space</td>
</tr>
<tr>
<td>C O M M SPACE</td>
<td>SPACE</td>
</tr>
<tr>
<td>E N G L I S H</td>
<td>SPACE</td>
</tr>
<tr>
<td>B I O L O G Y</td>
<td>SPACE</td>
</tr>
</tbody>
</table>

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.
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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.

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

PSNAME: - Indicator for the pseudo for a requirement.
$: - Indicator for the pseudo for a subrequirement.
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

Entering the Exception

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.
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Step 2. Select “Set an Alternate Catalog Year for Minor” from list of Exception Types.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set an Alternate Catalog Year for Minor</td>
</tr>
<tr>
<td>Set an Alternate Catalog Year for 2nd Major</td>
</tr>
<tr>
<td>Set an Alternate Catalog Year for Gen Ed</td>
</tr>
<tr>
<td>Set an Alternate Catalog Year for the Major</td>
</tr>
</tbody>
</table>

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

Add Set an Alternate Catalog Year for Minor

<table>
<thead>
<tr>
<th>Instcd</th>
<th>Term</th>
<th>Memo</th>
<th>Authorized By</th>
<th>Date</th>
<th>Last Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

After the Exception:

SOCIOLGY 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.

ERNAED: 3.00 HOURS 3.00 GPA

- REQUIRED COURSE - TAKE THIS COURSE
  FROM: SOCIOL 1101

- CORE COURSES - TAKE BOTH COURSES
  1 COURSE TAKEN

  SP'13 SOCIOL 3487
  3.0 B
  FROM: SOCIOL 3488

- ELECTIVES - COMPLETE 3 COURSES
  FROM:
  SOCIOL 2202, 2210, 2290, 2300, 2308, 2310, 2320, 2330, 2345, 2367, 01, 2387, 02, 2367, 03,
  SOCIOL 2370, 3360, 2382, 2391, 2640, 3302, 3306, 3380, 3407, 3430, 3433, 3454, 3463, 3464, 3467, 3549, 3597, 01, 3597, 02, 2630, 2630, 3459, 04, 4509, 04, 4601, 4606, 4608, 4510, 4523,
  SOCIOL 4635, 4695, 4696, 4697, 4671, 4572, 5460, 5605, 5629, 5630, 5694, 01, 5694, 02,
  SOCIOL 5694, 03, 5694, 05, 5694, 36, 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 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:

<table>
<thead>
<tr>
<th>SCM MAJOR: FOCUS AREA ELECTIVES</th>
<th>NEEDS: 6.00 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELECT AT LEAST 2 COURSES AND AT LEAST 6 CREDITS</td>
<td>2 COURSES</td>
</tr>
<tr>
<td>FROM: COMM 2511,3287,3330,3331,3332,3334,3346,3404, \</td>
<td></td>
</tr>
<tr>
<td>COMM 4737,4914,4920</td>
<td></td>
</tr>
</tbody>
</table>

| 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 |

Enter Internship (COMM 4191) may count as one of these courses. Only 3 hours of COMM 4191 will count toward the major.

<table>
<thead>
<tr>
<th>SP13 COMM 3440</th>
<th>3.00 B</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: COMM 2000 TO 2109, 2110 OR 2131, 2132 TO 5999</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Add Set an Alternate Catalog Year for the Major

Note: Catalog Year is displayed in the format YYYYYT, 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: 3330, 3331, 3333, 3334, 3345, 3444, 3628, 3858, 4820

SCM MAJOR: SPECIAL TOPIC ELECTIVES - TAKE 2 ADDITIONAL COURSES FOR AT LEAST 5 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
FROM: COMM 2000 TO 2109, 2110 OR 2134, 2132 TO 5999
AN INTERNSHIP (COMM 4191) MAY COUNT AS ONE OF THESE COURSES. ONLY 3 HOURS OF COMM 4191 WOULD 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
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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:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GEC: NATURAL SCIENCE</strong></td>
<td><strong>ALL COURSES MUST BE COMPLETED</strong></td>
<td><strong>WITH A GRADE OF C- OR HIGHER</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REQUIRED PHYSICS SEQUENCE - TAKE</td>
<td>BOTH COURSES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOTH COURSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0 GROUPS TAKEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU12</td>
<td>PHYSICS 1200</td>
<td>3.00 C</td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>PHYSICS 1200 &amp; 1204</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOLOGICAL SCIENCE - CHOOSE ONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>COURSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM:</td>
<td>BIOLOGY 1101,1113</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HUMAN PHYSIOLOGY - TAKE THIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>COURSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EEOB 2520</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHEMISTRY - COMPLETED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AU10</td>
<td>CHEM 1210</td>
<td>2.01 B</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set an Alternate Catalog Year</td>
</tr>
<tr>
<td>Set an Alternate Catalog Year for 2nd Major</td>
</tr>
<tr>
<td>Set an Alternate Catalog Year for Gen Ed</td>
</tr>
<tr>
<td>Set an Alternate Catalog Year for the Major</td>
</tr>
<tr>
<td>Course Substitution</td>
</tr>
<tr>
<td>Set a Catalog Year</td>
</tr>
<tr>
<td>Delete Course</td>
</tr>
</tbody>
</table>

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

Add Course Substitution

<table>
<thead>
<tr>
<th>Course Taken by Student</th>
<th>BIOLOGY G000.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td></td>
</tr>
<tr>
<td>Substituted Course</td>
<td>BIOLOGY 1101</td>
</tr>
<tr>
<td>Message displayed on audit</td>
<td></td>
</tr>
</tbody>
</table>

... and then select “Save:”

Save  Cancel

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 & 1201

BIOLOGICAL SCIENCE - COMPLETED
  SU10 BIOLOGY G000.01 2.01 B IN PLACE OF: BIOLOGY 1101

HUMAN PHYSIOLOGY - TAKE THIS COURSE

FROM:
  EEO6 2020
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:

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.

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

**Add Delete Course**

- **Requirement Name**
- **Pseudo-Course Name**: POLSCI COMPARATI
- **Exception Note**

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

<table>
<thead>
<tr>
<th>Authorized By</th>
<th>Date</th>
<th>Last Modified:</th>
<th>By:</th>
</tr>
</thead>
</table>

- **Save** or **Cancel**

**Add Course**

- **Course**: POLITSC 3220

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

**Add Course**

- **Course**: POLITSC 3220
- **Replacement Course**: 
- **Match Control**: Default
- **Year Term Range**: 

- **Add to List**
Step 5. Click “Return.”

Add Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Replacement Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Match Control** Default

**Year Term Range**

- **Add to List** or **Return**

- **1 course was added.**

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POLITSC 3220</td>
</tr>
</tbody>
</table>

Step 6. Click “Save.”

- **Authorized By**
- **Date**
- **Last Modified:** 2014-03-19 14:25:18.815
- **By:**

- **Save** or **Cancel**

- **Add Course**

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POLITSC 3220</td>
</tr>
</tbody>
</table>
After the Exception:

<table>
<thead>
<tr>
<th>Degree Audit Exceptions Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>After the Exception:</td>
</tr>
</tbody>
</table>

### American Politics: Take One Course
- **From:**
  - POLITSC 2150
  - POLITSC 2367
  - POLITSC 3100
  - POLITSC 3115
  - POLITSC 3170
  - POLITSC 3549
  - POLITSC 4130
  - POLITSC 4132
  - POLITSC 4135
  - POLITSC 4136
  - POLITSC 4137
  - POLITSC 4138
  - POLITSC 4165
  - POLITSC 4170
  - POLITSC 4175
  - POLITSC 4190
  - POLITSC 4191
  - POLITSC 4192

### Comparative Politics: Take One Course
- **From:**
  - POLITSC 4200
  - POLITSC 4210
  - POLITSC 4212
  - POLITSC 4214
  - POLITSC 4216
  - POLITSC 4218
  - POLITSC 4241
  - POLITSC 4242
  - POLITSC 4249
  - POLITSC 4262
  - POLITSC 4270
  - POLITSC 4280

### International Relations: Take One Course
- **From:**
  - POLITSC 2300
  - POLITSC 3910
  - POLITSC 4300
  - POLITSC 4310
  - POLITSC 4315
  - POLITSC 4318
  - POLITSC 4321
  - POLITSC 4381
  - POLITSC 4597

### 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
  - **Required Foundations - Complete Both Courses**
    - From:
      - COMPSTD 3360
      - INTSTD 3350
  - **A. Arts & Humanities - Complete One Course**
    - From:
      - AFAMAST 3310
      - CLAS 4597
      - CONV
      - ENGLISH 3597
      - ENGLISH 4507
      - ENGLISH 4507
      - HISTORY 4597
      - HISTORY 4597
      - HISTORY 4597
      - MUSIC 3348
  - **B. Social Sciences - Completed**
    - 3.00 Hours Added

**SU13 POLITSC 3220**

---

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

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.

Step 2. Select “Insert Course” from list of Exception Types.
Step 3. Enter the pseudo course for the sub-requirement.

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

Step 4. Enter the course (using the course mask) into the Course field, and then click “Add to List.”
Step 5. Click “Return.”

Add Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Replacement Course</th>
<th>Match Control</th>
<th>Year Term Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Default</td>
<td></td>
</tr>
</tbody>
</table>

Add to List or Return

1 course was added.

Step 6. Click “Save.”

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

Save or Cancel

Add Course

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSYC G000.01</td>
</tr>
</tbody>
</table>

After the Exception:

SOCIAL SCIENCES

EARNED: 9.00 HOURS

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

AU09 PSYC G000.01 3.00 B

NEEDS: 2 COURSES
FROM: PSYC 1100 SOCWORK 1130 SOCIO1 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:

![LANDSCAPE ARCHITECTURE ELECTIVES]

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.

Step 2. Select “Modify Codes” from list of Exception Types.
Step 3. Enter the Course, Term, and Condition Code….

Add Modify Codes

Course Taken by Student: LARCH 2780
Term: 20134
Substituted Course:
Message displayed on audit:
Accept Code 1: D

Step 4. Click “Save.”

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

<table>
<thead>
<tr>
<th>CONDITION CODE</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Assigned to courses with grades of “A-” or better.</td>
</tr>
<tr>
<td>B</td>
<td>Assigned to courses with grades of “B” or better.</td>
</tr>
<tr>
<td>C</td>
<td>Assigned to courses with grades of “C-” or better.</td>
</tr>
<tr>
<td>J</td>
<td>Assigned to courses with grades of “C” or better.</td>
</tr>
<tr>
<td>N</td>
<td>Assigned to courses with a failing grade (E, NP, U)</td>
</tr>
<tr>
<td>P</td>
<td>Assigned to courses with a final grade of P or NP</td>
</tr>
<tr>
<td>S</td>
<td>Assigned to any course with a final grade of S or U</td>
</tr>
<tr>
<td>T</td>
<td>Assigned to any course with a “T” prefix (technical courses)</td>
</tr>
<tr>
<td>D</td>
<td>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.”</td>
</tr>
</tbody>
</table>
**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:**

```
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 ECON 3400 OR
INTOTDS 3100,1100

THIS MAJOR MUST BE APPROVED BY YOUR MAJOR ADVISER.
NEEDS: 1 COURSE
FROM: LAMMAJ APPROVED
```

**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**

**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-Course: LAMMAJ APPROVED
- Hours Waived
- Displayed As
- Year/Term: Started Quarters, Graduate Semesters
- Add Condition Code 1

...and then select “Save” towards the bottom of the page:

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

3.00 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:

Enter the Exception:

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

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

Exceptions

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

Add Exception

Step 2. Select “Requirement Complete” from list of Exception Types.
Step 3. Enter the pseudo course for the subrequirement being forced to completion:

**Add Requirement Complete**

Course or Pseudo-Course: **PSY MIN RSCH**

Hours Waived

Displayed As

Year/Term: Started Quarters, Graduate Semesters

... and then select “Save” towards the bottom of the page:

Authorized By

Date

Last Modified:
By:

[Save] [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 5050

- **RESEARCH REQUIREMENT - COMPLETED**
  SP12 PSY MIN RSCH 0.00
Degree Audit Exceptions Manual

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:

![List of courses and requirements with bolded text indicating 3.33 hours needed.]

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

Step 2. Select “Requirement Modification” from list of Exception Types.
Step 3. Enter the pseudo course for the subrequirement and the hours to adjust.

Add Requirement Modification

- Pseudo-Course Name: COMM CRG ELECT
- Required Sub-reqs (req level) or Courses (sub-req)
- Required hours: -0.33
- Required Count (req level)

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.”

After the Exception:

Community Organization and Civic Engagement
Public Affairs Track

- Foundational Courses: Take these courses.
  - ESHESA 2571 POLITSC 4160
- Electives: Take at least 9 hours.
  - AU09 AFAMAST G000.04 2.07 A
  - SP12 ECON 3048 3.00 A

Needs: 3.00 Hours
From:
  - AFAMAST 4504 OR POLITSC 4504 AFAMAST 5169S COMM 4853.01, 4853.02, 4856
  - POLITSC 4152, 4164 PUBAFRS 4191.01, 5591, 5750, 5800 SOCIOL 2391, 3407, 3463
  - WCSS 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:

![Image of course entry]

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

<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>A</th>
<th>R</th>
<th>Audit Note</th>
<th>Pseudo Name</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No exceptions found

Step 2. Select “Use Course” from list of Exception Types.
Step 3. Enter the course and pseudo course of the requirement that is being waived:

Add Use Course

Course Taken by Student: ENGLISH G000.04
Substituted for Pseudo-Course: SEM LITERATURE

... and then select “Save” towards the bottom:

Authorized By
Date
Last Modified:
By:

Save or Cancel

After the Exception:

GENED - LITERATURE

SP'10 ENGLISH G000.04
**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](image)

**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**

<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>A</th>
<th>R</th>
<th>Audit Note</th>
<th>Pseudo Name</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **No exceptions found**

Step 2. Select “Waive Course” from list of Exception Types.
Step 3. Enter the course being waived:

**Add Waive Course**

- Course or Pseudo-Course: ENGLISH 1110.01
- Hours Waived: 
- Displayed As: 
- Year/Term: Started Quarters, Graduate Semesters

... and then select “Save” towards the bottom:

- Authorized By: 
- Date: 
- Last Modified: 
- By: 
- Save or Cancel

After the Exception:

**GEC R: WRITING AND RELATED SKILLS**

1. **FIRST WRITING COURSE - COMPLETED**
   - SP12  ENGLISH 1110.01  0.00
2. **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](image)

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

No exceptions found

Step 2. Select “Waive Hours” from list of Exception Types.
Step 3. Enter the pseudo course and the hours being waived for the subrequirement:

**Edit Waive Hours**

<table>
<thead>
<tr>
<th>Course or Pseudo-Course</th>
<th>ENG TE CSE MJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Waived</td>
<td>1</td>
</tr>
<tr>
<td>Displayed As</td>
<td></td>
</tr>
<tr>
<td>Year/Term</td>
<td>Started Quarters, Graduate Semesters</td>
</tr>
</tbody>
</table>

... and then select “Save” towards the bottom:

Authorized By
Date
Last Modified:
By:

Save or 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:

![Waive Requirement Example]

Entering the Exception:

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

Step 2. Select “Waive Requirement” from list of Exception Types.
Step 3. Enter the pseudo course of the requirement that is being waived:

Add Waive Requirement

- Course or Pseudo-Course: PSY MIN DATA
- Year/Term: Started Quarters, Graduate Semesters

... and then select click “Save.”

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

WI11 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

NO EXCEPTIONS FOUND

Step 2. Select “Exchange Course” from list of Exception Types.
Step 3. Enter the pseudo course for the sub-requirement being modified:...

[Image: Add Exchange Course]

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

[Image: Add Course]

Step 4. Enter the course (using the course mask) into the Course and Replacement Course fields, and then click “Add to List.”
Step 5. Click “Return.”

Add Course

Course
Replacement Course
Match Control Default
Year Term Range

Add to List Return

1 course was added.

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Replacement Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUSML 3380</td>
<td>ECON 4200</td>
</tr>
</tbody>
</table>

Step 6. Click “Save.”

Last Modified:
By:
Save or Cancel

Add Course

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Replacement Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUSML 3380</td>
<td>ECON 4200</td>
</tr>
</tbody>
</table>

After the Exception:

BUSINESS INTRODUCTORY CORE - MARKETING & LOGISTICS

BUSINESS MARKETING & LOGISTICS - COMPLETED

2 COURSES TAKEN

<table>
<thead>
<tr>
<th></th>
<th>Course</th>
<th>Grade</th>
<th>Processed As</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU10</td>
<td>ECON 520</td>
<td>3.35 A-</td>
<td>ECON 4200</td>
</tr>
<tr>
<td>WI11</td>
<td>BUSML 3250</td>
<td>3.00 A</td>
<td></td>
</tr>
</tbody>
</table>
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. 14 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

<table>
<thead>
<tr>
<th>Requirement Name</th>
<th>Pseudo-Course Name</th>
<th>LANGPROFICIENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Note</td>
<td>Required Sub-req (req level) or Courses (sub-req)</td>
<td></td>
</tr>
<tr>
<td>Required hours</td>
<td>-1</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Requirement Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pseudo-Course Name</td>
<td>LANGPROFICIENCY</td>
</tr>
<tr>
<td>Exception Note</td>
<td></td>
</tr>
<tr>
<td><strong>Required Sub-reqs (req level) or Courses (sub-req)</strong></td>
<td>3</td>
</tr>
<tr>
<td>Required hours</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course or Pseudo-Course</th>
<th>LANGPROFICIENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Waived</td>
<td>0</td>
</tr>
<tr>
<td>Displayed As</td>
<td>Native speaker of Chinese</td>
</tr>
</tbody>
</table>

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