# 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

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.

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.

Screenshot of an audit run using L-Full Listing. Requirement and subrequirement level pseudos in red.
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.
Step 2. Select “Set an Alternate Catalog Year for Minor” from list of Exception Types.

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

Add Set an Alternate Catalog Year for Minor

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:

SOCIOMETRY 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.

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, 2387, 02, 2367, 03,
SOCIOL 2370, 3302, 2382, 2391, 2640, 3302, 3306, 3380, 3407, 3430, 3435, 3435, 3460, 3483,
SOCIOL 3484, 3487, 3549, 3597, 01, 3597, 02, 2630, 4508, 4509, 4601, 4606, 4606, 4810, 4823,
SOCIOL 4635, 4695, 4696, 4670, 4671, 4572, 5460, 5606, 5629, 5630, 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

Before the Exception

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 2nd Major” 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><strong>Set an Alternate Catalog Year for 2nd Major</strong></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>
</tbody>
</table>

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

After 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 3420, 4600, 5601 ENR 3000 PLNTPTH 3001
    - ENTOMOLOGY - COMPLETE ENTMLCT 4600 AND 4601 OR 4602
      - FROM: ENTMLGY 4600(R), 4601, 4602
    - TURFGRASS SPECIALIZATION - SELECT THE FOLLOWING COURSES
      - FROM: HCS 5470, 5472, PLNTPTH 3002
  - ADDITIONAL ELECTIVES - SELECT 15 TO 17 HOURS
    - FROM: HCS 2200, 2203, 2270, 2340, 3320, 3370, 3373, 352, 3522, 4193, 4560, 5097, 5193, 5621, 5038, 5570, 5730, 5797, 5860, 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:

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select “Add Exception” button.
Step 2. Select “Set an Alternate Catalog Year for the Major” 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><strong>Set an Alternate Catalog Year for the Major</strong></td>
</tr>
<tr>
<td>Source Substitution</td>
</tr>
<tr>
<td>Set a Catalog Year</td>
</tr>
</tbody>
</table>

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

Add Set an Alternate Catalog Year for the Major

<table>
<thead>
<tr>
<th>Instcd</th>
<th>Term</th>
<th>Memo</th>
<th>Authorized By</th>
<th>Date</th>
<th>Last Modified</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>20123</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, 3658, 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

<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 2134, 2132 TO 5999</td>
<td></td>
</tr>
</tbody>
</table>

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](image)

Entering the Exception:

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

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

<table>
<thead>
<tr>
<th>FROM:</th>
<th>PHYSICS 1200 &amp; 1201</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU12</td>
<td>PHYSICS 1200</td>
</tr>
</tbody>
</table>

BIOLOGICAL SCIENCE - COMPLETED
<table>
<thead>
<tr>
<th>FROM:</th>
<th>EECS 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU10</td>
<td>BIOLOGY G000.01</td>
</tr>
</tbody>
</table>

HUMAN PHYSIOLOGY - TAKE THIS COURSE

<table>
<thead>
<tr>
<th>FROM:</th>
<th>CHEMISTRY - COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU10</td>
<td>CHEM 1210</td>
</tr>
</tbody>
</table>
**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:**

<table>
<thead>
<tr>
<th>AMERICAN POLITICS : TAKE ONE COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: POLITSC 2150, 2367, 3100, 3115, 3170, 3549, 3905, 3912, 4110, 4130, 4132, 4135, 4136, 4137, 4138, 4139, 4140, 4145, 4165, 4170, 4175, 4190, 4191, 4192, 4910, 5124, 5140</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPARATIVE POLITICS : COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU13 POLITSC 3220 3.00 B+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERNATIONAL RELATIONS : TAKE ONE COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: POLITSC 2300, 3910, 4300, 4310, 4315, 4318, 4320, 4326, 4327, 4381, 4597.01</td>
</tr>
</tbody>
</table>

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

![Add Delete Course](image)

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

![Add Course](image)

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

![Add Course](image)
Step 5. Click “Return.”

**Add Course**

- **Course**
- **Replacement Course**
- **Match Control**
- **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:

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.

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

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

Add Insert Course

<table>
<thead>
<tr>
<th>Requirement Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pseudo-Course Name</td>
<td>SWK SCC SCIENCE</td>
</tr>
<tr>
<td>Exception Note</td>
<td></td>
</tr>
</tbody>
</table>

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

Authorized By |  |
Date |  |
Last Modified: |  |
By: |  |

Save or Cancel

Add Course

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

Add Course

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

Add to List | Return
Degree Audit Exceptions Manual

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>

<table>
<thead>
<tr>
<th>Match Control</th>
<th>Year Term Range</th>
</tr>
</thead>
<tbody>
<tr>
<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>PSYCH 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 PSYCH G000.01 3.00 B

NEEDS: 3 COURSES
FROM: PSYCH 1100 SOCWORK 1130 S0CIOL 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](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.

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

**Add Modify Codes**

<table>
<thead>
<tr>
<th>Course Taken by Student</th>
<th>LARCH 2780</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>20134</td>
</tr>
<tr>
<td>Substituted Course</td>
<td></td>
</tr>
<tr>
<td>Message displayed on audit</td>
<td></td>
</tr>
<tr>
<td>Accept Code 1</td>
<td>D</td>
</tr>
</tbody>
</table>

Step 4. Click “Save.”

After the Exception:

**LANDSCAPE ARCHITECTURE ELECTIVES**

<table>
<thead>
<tr>
<th>LANDSCAPE ARCHITECTURE TOPICS SEMINAR - COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU13 LARCH 2780 3.00 A- RP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3 ADDITIONAL HOURS - COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP14 LARCH 2780 3.00 IP &gt;1</td>
</tr>
</tbody>
</table>

**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: AFAMST 3451 HISTORY 3100,3101,3102,3105,3100,3107,3110 ECON 3400 OR
INTDPS 3100,3105
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.

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:

- **Memo:**
- **Authorized By:**
- **Date:**
- **Last Modified:**
- **By:**

### Save or 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
- RESEARCH REQUIREMENT - TAKE THIS COURSE
  FROM: PSYCH 2300

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

Add Requirement Complete

Course or Pseudo-Course: PSY MIN RSCH

... 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
**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](image)

*FOUNDATIONAL COURSES: TAKE THESE COURSES.*
- ESHESA 2571
- POLITSC 4160

*ELECTIVES: TAKE AT LEAST 9 HOURS.*
- AFAMAST G000.04: 2.67 A
- SP12: ECON 3048: 3.00 A

**Entering the Exception:**

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

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

Step 4. Click “Save.”

After the Exception:

COMMUNITY ORGANIZATION AND CIVIC ENGAGEMENT
PUBLIC AFFAIRS TRACK

FOUNDATION COURSES: TAKE THESE COURSES.
FROM: ESHEA 2571 POLITSC 4160

ELECTIVES: TAKE AT LEAST 9 HOURS.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU09</td>
<td>AFAMAST G000.04</td>
<td>2.07 A</td>
<td></td>
</tr>
<tr>
<td>SP12</td>
<td>ECON 3048</td>
<td>3.00 A</td>
<td></td>
</tr>
</tbody>
</table>

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
WCSST 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:

Entering the Exception

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

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

Earned: SP'10 ENGLISH G000.04

1 SUB-GROUP

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:**

![Image](image-url)

**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](image-url)

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

<table>
<thead>
<tr>
<th>Requirement Modification</th>
<th>Use Course</th>
<th>Waive Course</th>
<th>Waive Hours</th>
<th>Waive Requirement</th>
</tr>
</thead>
</table>

![Table](image-url)
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

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](image)

<table>
<thead>
<tr>
<th>EARNED:</th>
<th>7.35 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN:</td>
<td>7.00 HOURS</td>
</tr>
<tr>
<td>PROGRESS:</td>
<td>0.65 HOURS</td>
</tr>
</tbody>
</table>

Entering the Exception:

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

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**

- **Course or Pseudo-Course:** ENG TE CSE MJ
- **Hours Waived:** 1

... 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:

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

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

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

Hours Waived

Displayed As

Year/Term: Started Quarters, Graduate Semesters

... and then select click “Save.”

Date

Last Modified:

By:

Save or Cancel

After the Exception:

<table>
<thead>
<tr>
<th>DATA ANALYSIS - COMPLETED</th>
<th>SP12</th>
<th>PSY MIN DATA</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESEARCH REQUIREMENT - COMPLETED</td>
<td>SP12</td>
<td>PSY MIN RSCH</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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:

Before entering the exception, you need to have a course with the course code of 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.

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

Add Exchange Course

- Requirement Name
- Pseudo-Course Name: BUS MKTG
- Exception Note

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

- Authorized By
- Date
- Last Modified:
- By:

[Save or Cancel]

Add 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: BUSML 3380
- Replacement Course: ECON 4200
- 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>BUSML 3380</td>
<td>ECON 4200</td>
</tr>
</tbody>
</table>

1 course was added.

Step 6. Click “Save.”

### Last Modified:

By:  

- Save  
- Cancel

### Business Introductory Core - Marketing & Logistics

- BUSINESS MARKETING & LOGISTICS - COMPLETED
- 2 COURSES TAKEN

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AU10</td>
<td>ECON 520</td>
<td>3.35</td>
<td>A-</td>
</tr>
<tr>
<td>WI11</td>
<td>BUSML 3250</td>
<td>3.00</td>
<td>A</td>
</tr>
</tbody>
</table>

Processed as: ECON 4200
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

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

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