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, digits, and 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 positions: The first seven positions 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 positions.

8th position: The eighth position is a space.

9th-15th positions: The last seven positions are the course number. The ninth position is where the 4 digit number begins for OSU courses or OSU equivalent transfer courses. For transfer courses that came in with an 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 position, instead of beginning the course number. The course number will then begin in the 10th position.

Exception Note for 3 digit course numbers: Course substitution, Use Course, and Modify Codes 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 sub-requirement 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, toward 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 sub-requirement level pseudos are indicated in red.

Screenshot of an audit run using L-Full Listing. Requirement and sub-requirement level pseudos are indicated 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.

Please note that this exception will change the catalog year for all minors on a student’s record.

Example
The student’s catalog year is Autumn 2017. The student added a Statistics minor in Autumn 2019, so the academic advisor for Statistics wishes to place the student on the newer version of the curriculum.

Before the Exception

STATISTICS MINOR
COMPLETE 15 HOURS & EARN A 2.0 GRADE POINT AVERAGE OVERALL
NO MORE THAN TWO COURSES OUTSIDE OF STAT CAN BE COUNTED TOWARD THE MINOR.
NO MORE THAN 6 HOURS OF TRANSFER OR EM CREDIT MAY APPLY TO THE MINOR.
A MAXIMUM OF 6 HOURS MAY OVERLAP WITH GENED REQUIREMENTS.
A GRADE OF C- OR BETTER IS REQUIRED IN ALL COURSES.

PREREQUISITES - TAKE MATH 2153 OR HIGHER
FROM: MATH 2153.

CORE COURSE - TAKE THE FOLLOWING
FROM: STAT 4201

OR) CORE COURSE - TAKE ONE OF THE FOLLOWING. THESE COURSES WILL NOT COUNT TOWARDS THE MINIMUM REQUIRED HOURS.
FROM: MATH 4530, 5530

REQUIRED COURSES - TAKE THE FOLLOWING
FROM: STAT 4202, 5301, 5302

Entering the Exception

Step 1. Select “Exceptions” from the menu bar, then select the “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 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></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>20194</td>
</tr>
<tr>
<td>Memo</td>
<td></td>
</tr>
<tr>
<td>Authorized By</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Last Modified:</td>
<td></td>
</tr>
<tr>
<td>By:</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:

STATISTICS MINOR

COMPLETE 15 HOURS & EARN A 2.0 GRADE POINT AVERAGE OVERALL
NO MORE THAN 6 HOURS OF TRANSFER OR EM CREDIT MAY APPLY
TO THE MINOR.
A MAXIMUM OF 6 HOURS MAY OVERLAP WITH GENED REQUIREMENTS.
A GRADE OF C- OR BETTER IS REQUIRED IN ALL COURSES.

| R | CORE COURSE - TAKE THE FOLLOWING FROM: STAT 3201 3202 |
| R | OR) CORE COURSES - TAKE THE FOLLOWING FROM: STAT 4201 4202 |
| R | ADDITIONAL CORE COURSE - TAKE THE FOLLOWING COURSE FROM: STAT 3301 |
| R | ELECTIVE COURSE - TAKE ONE OF THE FOLLOWING FROM: STAT 3302 3410 |
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.

Please note that this exception will change the catalog year for all 2nd majors on a student’s record.

Example
The student’s current catalog year is Autumn 2017. The student added an Entomology second major in Autumn 2018, so the academic advisor for Entomology wishes to place the student on the Autumn 2018 version of the second major curriculum, which is different than what is automatically brought in under the Autumn 2017 catalog year.

Before the Exception

Entering the Exception

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

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

After the Exception:

2ND MAJOR - ENTOMOLOGY

ENTOMOLOGY MAJOR

YOUR MAJOR GPA IS:

4.000 GPA

A MINIMUM OF 36 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

CORE - SELECT THE FOLLOWING COURSES
FROM:

ENTMLGY 4000,5604 OR PLNTPTH 5604

REQUIRED COURSE IN APPLIED ENTOMOLOGY - SELECT ONE
FROM:

ENTMLGY 4601,4607,5110,5608

ENTOMOLOGY ELECTIVES - SELECT A MINIMUM OF 12 HOURS
FROM:

ENTMLGY 2101,2200,3330 OR 4440H,4999,5001,5350,01,5420,5500,5600,5800

RELATED ELECTIVES - SELECT 16 - 17 HOURS FROM THE

FOLLOWING COURSES, OR FROM THE ELECTIVES LISTED ABOVE

3.00 HOURS ADDED

AU17 ENR 3000

3.00

FROM:

INSECT SCI TRK, CHEM 2510,2520,2540,2550 BIOCHEM 4511 MOLGEN 3430,4700
PEST MGT TRK CHEM 2310 HCS 5422 PLNTPTH 3001,3002 ENR 5279
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.

Example
A student enrolled in the History major in Autumn 2018, but the major curriculum changed in Autumn 2019. The advisor determines that the student should be placed on the new curriculum.

Before the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “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 YYYYT, where Y = the four digit year, and T = term.

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

After the Exception:

HISTORY MAJOR REQUIREMENTS (MINIMUM OF 33 HRS)

STUDENTS SHOULD CONTACT THE UNDERGRADUATE HISTORY OFFICE TO DEVELOP A PROGRAM THAT MEETS THE HISTORY DEPARTMENT'S MAJOR REQUIREMENTS.

* ALL MAJOR COURSES REQUIRE A GRADE OF C- OR HIGHER.

A MINIMUM OF 16.5 HOURS OF COURSES IN THE MAJOR MUST BE EARNED AT OSU

CATEGORY A: SKILLS
COMPLETE HISTORY 2800 AND TWO 4000-LEVEL SEMINARS.
FROM:
HISTORY 2800

SELECT 2 SEMINARS FROM THE LIST BELOW:
FROM:
HISTORY 4005, 4015, 4085, 4125, 4215, 4216, 4217, 4218, 4235, 4245, 4255, 4285, 4325, 4340, 4410,
HISTORY 4430, 4475, 4525, 4575, 4625, 4675, 4705, 4730, 4795
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.

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, PSYCH S000.02. This course was approved to meet the GE Social Science: Individuals and Groups sub-requirement and was substituted for PSYCH 1100.

Before the Exception:

Before the Exception:

Entering the Exception:

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

Exceptions

Add Exception

Step 2. Select “Course Substitution” from list of Exception Types.
Step 3. Enter the Course and Substituted Course for the sub-requirement being modified.

Add Course Substitution

Course Taken by Student: PSYCH S000.02
Term: 
Substituted Course: PSYCH 1100
Message displayed on audit: 

... and then select “Save:”

Save or Cancel

After the Exception:

7. GENED: SOCIAL SCIENCE (6 HOURS)

SELECT 2 COURSES, WITH AT LEAST ONE COURSE IN TWO OF THE THREE CATEGORIES.

- INDIVIDUALS AND GROUPS
  - AU16 PSYCH S000.02 3.0 KA IN PLACE OF: PSYCH 1100
- ORGANIZATIONS AND POLITICS
- HUMAN, NATURAL, AND ECONOMIC RESOURCES
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 sub-requirement. It is typically used to affect the flow of courses in a degree audit.

Example
A New Media and Communication Technology major also has a minor in Professional Writing. He would like to use COMM 2511 for the minor and take a different course to fulfill the Visual Communication Design section of his major. However, COMM 2511 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:

![Before Exception Image]

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “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 “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
- Modify Codes
Step 3. Enter the pseudo course for the sub-requirement:

- Requirement Name
- Pseudo-Course Name: COT VIS DES
- Exception Note
- Required Sub-req (req)

... and then select “Add Course” at 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 field, and then click “Add to List.”

Add Course

- Course: COMM 2511
- Replacement Course
- Match Control: Default
- Year Term Range

Add to List or Return
Step 5. Click “Return.”

Add Course

Course
Replacement Course
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>COMM 2511</td>
</tr>
</tbody>
</table>

Step 6. Click “Save.”

Authorized By
Date
Last Modified: 2019-09-30 08:29:47.0
By:

Save or Cancel

Add Course

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COMM 2511</td>
</tr>
</tbody>
</table>
After the Exception:

COT MAJOR: CORE AND REQUIREMENTS

NEEDS: 25.00 HOURS

- CORE REQUIREMENTS - TAKE 4 COURSES
  NEEDS: 4 COURSES
  FROM: COMM 2387, 2540, 3545, 3554

- RESEARCH METHODS REQUIREMENT - TAKE ONE COURSE
  """"IT IS STRONGLY RECOMMENDED THAT COMM 2540 BE COMPLETED PRIOR TO TAKING COMM 3165""
  NEEDS: 1 COURSE
  FROM: COMM 3160, 3165

- FOCUS AREA ELECTIVES - SELECT AT LEAST 2 COURSES FOR A MINIMUM OF 6 CREDITS.
  NEEDS: 2 COURSES
  FROM: COMM 3513, 3556, OR 4554, 4557, 4558, 4665, 4738, 4853.01, 4853.02

- VISUAL DESIGN REQUIREMENT - CHOOSE 1 COURSE
  NEEDS: 1 COURSE
  FROM: DESIGN 2700, 3105, 3305, 3505, 4405, 5405, 5505

COT MAJOR: CHOOSE FROM ONE OF THE FOLLOWING TRACKS. AT LEAST 6 CREDITS MUST BE FROM COMM.

- HUMAN-COMPUTER INTERACTION (HCI) TRACK

- OR

COT MAJOR: COMMUNICATION TECHNOLOGY MANAGEMENT (CTM) TRACK

- PROFESSIONAL WRITING MINOR
  COMPLETE 15 HOURS AND EARN A MINIMUM 2.00 CPHR OVERALL
  NO MORE THAN TWO COURSES OUTSIDE OF PROTWRIT CAN BE COUNTED TOWARD THE MINOR.
  NO MORE THAN 6 HOURS OF TRANSFER OR EM CREDIT MAY APPLY TO THE MINOR.
  A MAXIMUM OF 6 HOURS MAY OVERLAP WITH GENED REQUIREMENTS.
  A GRADE OF C- OR BETTER IS REQUIRED IN ALL COURSES.
  EARNED: 3.00 HOURS
  NEEDS: 12.00 HOURS
  4.000 GPA

- REQUIRED COURSES - TAKE BOTH COURSES
  FROM: CSTW 4150 OR ENGLISH 4150, CSTW 4191 OR ENGLISH 4189

- GROUP A ELECTIVES - TAKE ONE COURSE
  FROM: CSTW 3487, ENGLISH 3304, 3305, 3405, 3467, 4567

GROUP A AND B ELECTIVES - COMPLETED

AU18 COMM 2511 3.0 A

Note: COMM 2511 has been removed from the Visual Design Requirement in the major, which allowed the course to flow 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 sub-requirement.

**Example**
A transfer student received special credit for a psychology course – PSYCH S000.02. The advisor has approved the course to be used as an Individuals and Groups Social Science course.

**Before the Exception:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th>8. GENED: SOCIAL SCIENCE (6 HOURS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SELECT 2 COURSES, WITH AT LEAST ONE COURSE IN TWO OF THE THREE CATEGORIES.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>INDIVIDUALS AND GROUPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ORGANIZATIONS AND POLITIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HUMAN, NATURAL, AND ECONOMIC RESOURCES</td>
</tr>
</tbody>
</table>

**Entering the Exception:**

**Step 1.** Select “Exceptions” from the menu bar, then select the “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 “Insert Course” from list of Exception Types.
Step 3. Enter the pseudo course for the sub-requirement….

Add Insert Course

Requirement Name
Pseudo-Course Name JGS SS1
Exception Note

… and then select “Add Course” at 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 field, and then click “Add to List.”

Add Course

Course PSYCH S000.02
Replacement Course
Match Control Default
Year Term Range

Add to List or Return
Step 5. Click “Return.”

**Add Course**

- Course
- Replacement Course
- Match Control: Default
- Year Term Range

Add to List

- 1 course was added.

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSYCH S000.02</td>
</tr>
</tbody>
</table>

Step 6. Click “Save.”

- Authorized By
- Date
- Last Modified: 2019-09-30 08:46:35.020
- By:

Save

Add Course

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSYCH S000.02</td>
</tr>
</tbody>
</table>

After the Exception:

8. GENED: SOCIAL SCIENCE (6 HOURS)

SELECT 2 COURSES, WITH AT LEAST ONE COURSE IN TWO OF THE THREE CATEGORIES.

- INDIVIDUALS AND GROUPS
- AU16 PSYCH S000.02 3.0 KA
- ORGANIZATIONS AND POLITICS
- HUMAN, NATURAL, AND ECONOMIC RESOURCES
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 modify a code to discuss the best way to handle it.

Example
A student is taking PLNTPTH 5150 for a second time. The student has been approved to use both instances of the course to count toward the major.

Before the Exception:

Before the Exception:

Entering the Exception:

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “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: PLNTPTH 5150
Term: 20192

Substituted Course
Message displayed on audit
Accept Code 1: D

Step 4. Click “Save.”

Save or Cancel

After the Exception:

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 sub-requirement.

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

Example
The Mathematics major in the College of Arts and Sciences requires students to see an advisor to obtain final approval of the major. In order for the major to go complete on the audit, the advisor must complete a waive pseudo exception on the final sub-requirement in the major.

Before the Exception:

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “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 sub-requirement being waived:

Add Waive Pseudo

Course or Pseudo-Course: MATH ADVISOR
Hours Waived
Displayed As
Year/Term: Started Quarters, Graduate Sem
Add Condition Code 1

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

Authorized By
Date
Last Modified:
By:

Save or Cancel

After the Exception:

R ADVISING REQUIREMENT - COMPLETED
**Requirement Complete (RC)**

**Definition**
This exception is used when an entire sub-requirement is to be fulfilled.

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

**Example**
A student is majoring in Special Education, which has a pre-requisite of ENGLISH 1110.0X. The student has transfer credit for ENGLISH 2367.01. The advisor has determined that the student does not need to take ENGLISH 1110 because a higher level course was already completed.

**Before the Exception:**

```
SPECIAL EDUCATION ENGLISH PREREQUISITE - COMPLETE
ENGLISH 1110.0X (3)
FROM: ENGLISH 1110.01 OR 1110.02 OR 1110.03
```

**Entering the Exception:**

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

**Exceptions**

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

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

<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>No exceptions found</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Insert Course**

**Modify Codes**

**Waive Pseudo**

**Requirement Complete**

**Requirement Modification**

**Use Course**
Step 3. Enter the pseudo course for the sub-requirement being forced to completion:

Add Requirement Complete

Course or Pseudo-Course: SFL ENGL PRE

Hours Waived: 
Displayed As: 
Year/Term: Started Quarters, Graduate S

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

Authorized By: 
Date: 
Last Modified: 
By: 

Save or Cancel

After the Exception:

SPECIAL EDUCATION ENGLISH PREREQUISITE - COMPLETED (3)

SP12  SFL ENGL PRE  0.0
Requirement Modification (RM)

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

Example
A student has transfer credit that came in from a quarter school as 2.67 hours. The course content meets the elective requirement for the City and Regional Planning major, but because it only transferred in as 2.67 credit hours, the student is going to be short of meeting the minimum. Consequently, the electives sub-requirement still needs 3.33 hours to go complete. The advisor feels that the spirit of the requirement will be met after the student completes one more 3 credit hour course, so the extra .33 hours can be removed.

Before the Exception:

CITY & REGIONAL PLANNING ELECTIVES

AT LEAST 12 HOURS OF ELECTIVES MUST BE TAKEN WITHIN CITY & REGIONAL PLANNING

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU16</td>
<td>CRPLAN 2200</td>
<td>2.6</td>
<td>KA</td>
</tr>
<tr>
<td>AU17</td>
<td>CRPLAN 3600</td>
<td>3.0</td>
<td>A</td>
</tr>
<tr>
<td>AU17</td>
<td>CRPLAN 4110</td>
<td>3.0</td>
<td>A</td>
</tr>
</tbody>
</table>

NEEDS: 3.33 HOURS

Entering the Exception:

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

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

**Add Requirement Modification**

- **Required Sub-reqs (req level) or Courses (sub-req)**
- **Required hours** [-33]
- **Required Count (req level)**
- **Required GPA**

Step 4. Click “Save.”

After the Exception:

**CITY & REGIONAL PLANNING ELECTIVES**

- AT LEAST 12 HOURS OF ELECTIVES MUST BE TAKEN WITHIN CITY & REGIONAL PLANNING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU16</td>
<td>CRPLAN 2200</td>
<td>2.6</td>
<td>KA</td>
</tr>
<tr>
<td>AU17</td>
<td>CRPLAN 3600</td>
<td>3.0</td>
<td>A</td>
</tr>
<tr>
<td>AU17</td>
<td>CRPLAN 4110</td>
<td>3.0</td>
<td>A</td>
</tr>
</tbody>
</table>

**NEEDS:** 3.00 HOURS
Use Course (UC)

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

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 lead to side effects to other areas on the audit.

Example
A student is majoring in Agricultural Systems Management, which requires some supporting courses. The student took HCS 2200, which is allowed to a count as a supporting course, but is not matching to the sub-requirement.

Before the Exception:

Entering the Exception

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

Exceptions

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

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

<table>
<thead>
<tr>
<th>Course Taken by Student</th>
<th>HCS 2200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substituted for Pseudo-Course</td>
<td>AGR SCI ELEC</td>
</tr>
</tbody>
</table>

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

Authorized By
Date
Last Modified:
By:

Save or Cancel

After the Exception:

AG MANAGEMENT/SCIENCE - SELECT AT LEAST FOUR COURSES FROM THE AG MANAGEMENT AND AG SCIENCE ELECTIVES, WITH AT LEAST ONE COURSE FROM EACH CATEGORY.

1 COURSE TAKEN

| AU18 | HCS 2200 | 3.0 | A | IN PLACE OF: AGR SCI ELEC |

FROM:
AG MANAGEMENT: AEDECON 3102, 3103, 3104, 3113, 3123, 3128, 3160, 4540 BUSMHR 2000
COMLDR 3530, 4430 CONSYSM 2205 INTSTDS 3850 ******** 3597, 5797
AG SCIENCE: ANIMSCI 2200.01 ENR 3000, 5270 ENTMLGY 4601 HCS 2200, 3420, 3521, HCS 5411, 5412, 5422
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 is majoring in Communication Analysis and Practice and minoring in Sociology. The Sociology advisor is waiving the SOCIOL 3487 requirement on the minor because the student has credit for COMM 3160 and has met the spirit of the requirement. A course will not appear in both the major and the minor requirements.

Before the Exception:

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “Add Exception” button.
Step 2. Select “Waive Course” from list of Exception Types.

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

Step 3. Enter the course being waived:

**Add Waive Course**

<table>
<thead>
<tr>
<th>Course or Pseudo-Course</th>
<th>SOCIOL 3487</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Waived</td>
<td></td>
</tr>
<tr>
<td>Displayed As</td>
<td></td>
</tr>
<tr>
<td>Year/Term</td>
<td>Started Quarters. Graduate Ser</td>
</tr>
</tbody>
</table>

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

Authorized By

Date

Last Modified:

By:

[Save] or [Cancel]

After the Exception:

**SOCIOLGY MINOR**

COMPLETE 15 HOURS OF COURSEWORK & EARN A 2.00 GPA OVERALL NO MORE THAN 6 HOURS OF TRANSFER & EM CREDIT MAY BE APPLIED TO THE MINOR. A MAXIMUM OF 6 HOURS OF OVERLAP BETWEEN THE GE AND THE MINOR IS ALLOWED.

**REQUIRED PRE-REQUISITE TO THE MINOR - TAKE THIS COURSE**

FROM: SOCIOL 1101

**REQUIRED COURSES - TAKE BOTH COURSES**

1 COURSE TAKEN

<table>
<thead>
<tr>
<th>SP12</th>
<th>SOCIOL 3487</th>
<th>0.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>SOCIOL 3488</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTIVES - COMPLETE 3 COURSES**
Waive Hours (WH)

Definition
This exception is used to waive a number of hours in a specific sub-requirement for a student.

Example
A student took an extra hour in the major core and has been approved to have one hour waived from the major additional required courses section.

Before the Exception:

```
ADDITIONAL REQUIRED COURSES: NATURAL RESOURCES
ADMINISTRATION AND MANAGEMENT SPECIALIZATION
SELECT AND COMPLETE 12 HOURS FROM THE FOLLOWING
SUB SPECIALIZATION AREAS. ADDITIONAL COURSES MAY BE
SUBMITTED WITH ADVISOR APPROVAL

EARNED: 11.00 HOURS

SELECT 12 HOURS FROM THE FOLLOWING COURSES:

<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU16</td>
<td>ENR 5370</td>
<td>2.0</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>AU17</td>
<td>EEOB 3310.01</td>
<td>4.0</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>AU17</td>
<td>ENR 3280</td>
<td>2.0</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>AU17</td>
<td>ENR 5350.01</td>
<td>3.0</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

NEEDS: 1.00 HOUR
```

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “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 sub-requirement:

- **Add Waive Hours**
  - Course or Pseudo-Course: NRA ADDT CRS
  - Hours Waived: 1

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

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

After the Exception:

**ADDITIONAL REQUIRED COURSES: NATURAL RESOURCES ADMINISTRATION AND MANAGEMENT SPECIALIZATION**

**SELECT AND COMPLETE 12 HOURS FROM THE FOLLOWING SUB SPECIALIZATION AREAS. ADDITIONAL COURSES MAY BE SUBMITTED WITH ADVISOR APPROVAL**

**EARNED: 12.00 HOURS**

- AU16 ENR 5370 2.0 A
- AU17 EEOB 3310.01 4.0 A
- AU17 ENR 3280 2.0 A
- AU17 ENR 5350.01 3.0 A
- SP12 NRA ADDT CRS 1.0
Waive Requirement (WR)

Definition
This exception is used when an entire sub-requirement is to be waived.

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

Example
A student has transfer credit for ENGLISH 2367.02. The college is waiving the first writing requirement.

Before the Exception:

1. GENED: WRITING AND RELATED SKILLS (6 HOURS)
   LEVEL ONE (1) - SELECT ONE COURSE
   AU17 ENGLISH 2367.02 3.0 KA

Entering the Exception:

Step 1. Select “Exceptions” from the menu bar, then select the “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: JGS WRTN1

Hours Waived
Displayed As
Year/Term: Started Quarters, Graduate Seq

... and then select click “Save.”

Authorized By
Date
Last Modified: By:

Save or Cancel

After the Exception:

1. GENED: WRITING AND RELATED SKILLS (6 HOURS)

<table>
<thead>
<tr>
<th>LEVEL ONE (1)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SP12</td>
<td>JGS WRTN1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL TWO (2)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AU17</td>
<td>ENGLISH 2367.02</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 student was approved to use PSYCH S000.02 in place of PSYCH 1100 in the Social Science GE.

**Before the Exception:**

Before the Exception:

![GENED: SOCIAL SCIENCE (6 HOURS)

*COURSES MUST BE COMPLETED WITH A GRADE OF C+ OR HIGHER *

- PSYCHOLOGY - TAKE THIS COURSE
  FROM: PSYCH 1100

- SOCIOLOGY - CHOOSE 1 COURSE
  FROM: SOCIOL 1101 RURLSOC 1500]

**Entering the Exception:**

Step 1. Select “Exceptions” from the menu bar, then select the “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 “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**: NUR PSYCH
- **Exception Note**

... and then select “Add Course” toward 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**: PSYCH 1100
- **Replacement Course**: PSYCH S000.02
- **Match Control**: Default
- **Year Term Range**: 

[Add to List]
Step 5. Click “Return.”

Add Course

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Replacement Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PSYCH 1100</td>
<td>PSYCH S000.02</td>
</tr>
</tbody>
</table>

1 course was added.

Step 6. Click “Save.”

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>PSYCH 1100</td>
<td>PSYCH S000.02</td>
</tr>
</tbody>
</table>

After the Exception:

- **GENED: SOCIAL SCIENCE (6 HOURS)**
  * COURSES MUST BE COMPLETED WITH A GRADE OF C+ OR HIGHER *
  
  EARNED: 3.00 HOURS
  
  PSYCHOLOGY - COMPLETED
  
  AU17 PSYCH S000.02 3.0 KA
  
  SOCIOLOGY - CHOOSE 1 COURSE
  
  FROM: SOCIOL 1101 RURLSOC 1500
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 sub-requirement 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>
<th>Pseudo-Course Name</th>
<th>Exception Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANGPROFICIENCY</td>
<td>LANGPROFICIENCY</td>
<td>Example of completing the requirement with one course: Completing the sub-requirement with a course that is only 2 hours requires adjusting the hours by -1 to make the requirement go complete.</td>
</tr>
<tr>
<td>Required Sub-reqs (req level) or Courses (sub-req)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required hours</td>
<td>-1</td>
<td></td>
</tr>
</tbody>
</table>
Complete with more than 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. 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>Required Sub-reqs (req level) or Courses (sub-req)</td>
<td>3</td>
</tr>
<tr>
<td>Required hours</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

Complete with NO courses:
1. Use a Requirement Complete exception with pseudo LANGPROFICIENCY (see p. 23 for step-by-step instructions for a Requirement Complete exception).
2. Text should be entered in the “Displayed As” field that will appear as text on the audit; e.g., “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.