

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.

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

Courses with 3 digit course numbers

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

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

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.

RNAME: SEHE LTBS INSTCD: EHE CATLYT: 20194 **PSNAME: SEHE LTBS** REQU FYT: 20174 TO 99993

LITERATURE (3 HOURS)

CHOOSE 1 COURSE

FROM:

AFAMAST 2251,2253,2281,2367.01,2367.04,3376,3956,4551 ARABIC 2
 CHINESE 2451,4401,4402,4403,4404 CLAS 1101,2220,2221,2500H,320
 COMPSTD 1100,2101,2103,2104,2105,2301,2864H,3603,3604,3606,360
 ENGLISH 2201,2202,2220,2260,2261,2262,2275,2280,2281,2290,2291,
 FRENCH 1801,2501 GERMAN 2250,2251,2252H,2253,2254,3252,2256,
 HEBREW 2702,2703,2704,2708 HISTORY 2221E,2221,3218 ITALIAN 2051,2052,2054
 JAPANESE 2451,2452 JEWSHST 2700,2702,2703,2704,2708,3371 KOREAN 2451
 MDRNGRK 2500,3710 MEDREN 2888 NELC 3702,3704 PERSIAN 2301,2701,3704
 PHILOS 2120,2465,3210,3220,3230,3240,3250,3261,3262 PORTGSE 2150,2159
 RELSTDS 2102.01,2102.02 RUSSIAN 2250 SCANDVN 3350,4250,5251 SLAVIC 2345
 SPANISH 2320,2321,2520 THEATRE 2367.02 TURKISH 2701 WGSST 2215,2367.01,
 WGSST 2367.02,2367.03,2367.04,2702 YIDDISH 3371,3389 **\$:EHE LIT**
 CLAS 3407(THROUGH AU15) COMPSTD 3604(THROUGH SP16) FRENCH 2501(THROUGH SP16)
 GERMAN 4252(THROUGH SP16) PHILOS 2261(THROUGH AU11) WGSST 3372(THROUGH SU12)

PSNAME: - Indicator for the pseudo for a requirement

\$: - Indicator for the pseudo for a sub-requirement

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

RNAME: SEHE LTBS INSTCD: EHE CATLYT: 20194 **PSNAME: SEHE LTBS** REQU FYT: 20174 TO 99993

LITERATURE (3 HOURS)

NEEDS: 1 SUB-GROUP

1) CHOOSE 1 COURSE

0.00 HOURS ADDED 0 COURSES TAKEN
 0.00 ATTEMPTED HOURS 0.00 POINTS

NEEDS: 1 COURSE

FROM:

AFAMAST 2251,2253,2281,2367.01,2367.04,3376,3956,4551 ARABIC 2701,2702,3705
 CHINESE 2451,4401,4402,4403,4404 CLAS 1101,2220,2221,2500H,3203,3402,3407,3956
 COMPSTD 1100,2101,2103,2104,2105,2301,2864H,3603,3604,3606,3608 EDUTL 2368,3356
 ENGLISH 2201,2202,2220,2260,2261,2262,2275,2280,2281,2290,2291,2367.02,3361,3372
 FRENCH 1801,2501 GERMAN 2250,2251,2252H,2253,2254,3252,2256,4252 HEBREW 2700,
 HEBREW 2702,2703,2704,2708 HISTORY 2221E,2221,3218 ITALIAN 2051,2052,2054
 JAPANESE 2451,2452 JEWSHST 2700,2702,2703,2704,2708,3371 KOREAN 2451
 MDRNGRK 2500,3710 MEDREN 2888 NELC 3702,3704 PERSIAN 2301,2701,3704
 PHILOS 2120,2465,3210,3220,3230,3240,3250,3261,3262 PORTGSE 2150,2159
 RELSTDS 2102.01,2102.02 RUSSIAN 2250 SCANDVN 3350,4250,5251 SLAVIC 2345
 SPANISH 2320,2321,2520 THEATRE 2367.02 TURKISH 2701 WGSST 2215,2367.01,
 WGSST 2367.02,2367.03,2367.04,2702 YIDDISH 3371,3389 **\$:EHE LIT**
 CLAS 3407(THROUGH AU15) COMPSTD 3604(THROUGH SP16) FRENCH 2501(THROUGH SP16)
 GERMAN 4252(THROUGH SP16) PHILOS 2261(THROUGH AU11) WGSST 3372(THROUGH SU12)

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.

✕ **R** PREREQUISITES - TAKE MATH 2153 OR HIGHER
FROM: MATH 2153

✕ **R** CORE COURSE - TAKE THE FOLLOWING
FROM: STAT 4201

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

✕ **R** 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.

Add Exception

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

⚠ No exceptions found

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

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

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

Add Set an Alternate Catalog Year for Minor

Instcd

Term

Memo

Authorized By

Date

Last Modified:

By:

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

or

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.

- ✕ CORE COURSE - TAKE THE FOLLOWING
FROM: STAT 3201,3202
- ✕ OR) CORE COURSES - TAKE THE FOLLOWING
FROM: STAT 4201,4202
- ✕ ADDITIONAL CORE COURSE - TAKE THE FOLLOWING COURSE
FROM: STAT 3301
- ✕ 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

2ND MAJOR - ENTOMOLOGY

ENTOMOLOGY MAJOR

YOUR MAJOR GPAs IS: 4.000 GPA

A MINIMUM OF 36 HOURS IS REQUIRED IN THE MAJOR
4.00 HOURS ADDED

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 4000,5601 OR 5604 MOLGEN 4500 EEOB 3410 MATH 1151

REQUIRED ELECTIVES: APPLIED - SELECT ONE COURSE
FROM: ENTMLGY 4601,4602,4603,4606,4607,5110,5605

ENTOMOLOGY ELECTIVES - SELECT A MINIMUM OF 9 HOURS
FROM: ENTMLGY 3330 OR 4440H,4999,5120,5130,5420,5500,5600,5623,5800,6310,6410,6701, ENTMLGY 5797

RELATED ELECTIVES - SELECT 8-9 HOURS FROM THE FOLLOWING COURSES, OR FROM THE ELECTIVES LISTED ABOVE
4.00 HOURS ADDED

AU17	ENR 3000	3.0	A
AU17	ENR 3001	1.0	A

FROM: EEOB 3000 TO 5999 MOLGEN 3000 TO 5999 PCMB 3000 TO 5999 PLNTPH 3000 TO 5999
MICRBIO 3000 TO 5999 HCS 3000 TO 5999 ENR 3002 TO 5999

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

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

No exceptions found

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

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

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

Add Set an Alternate Catalog Year for 2nd Major

Instd	<input type="text"/>
Term	<input type="text" value="20184"/>
Memo	<input type="text"/>
Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

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

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

After the Exception:

▼ 2ND MAJOR - 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 PLNTPH 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	3.0	A
FROM:	INSECT SCI TRK: CHEM 2510,2520,2540,2550 BIOCHEM 4511 MOLGEN 3436,4700 PEST MGT TRK: CHEM 2310 HCS 5422 PLNTPH 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:

▼ ✕ 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.

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

✕ R

CATEGORY A: SKILLS
COMPLETE HISTORY 2800, A 4000-LEVEL READING SEMINAR,
AND A 4000-LEVEL RESEARCH SEMINAR.

✕

SELECT ONE READING SEMINAR FROM THE LIST BELOW:

FROM: HISTORY 4000,4010,4080,4090,4100,4210,4211,4212,4213,4230,4240,4250,4280,4300,
HISTORY 4350,4390,4400,4425,4450,4500,4550,4600,4650,4700,4725,4790

✕

SELECT ONE RESEARCH SEMINAR FROM THE LIST BELOW:

FROM: HISTORY 4005,4015,4085,4095,4125,4215,4216,4217,4218,4235,4245,4255,4285,4325,
HISTORY 4375,4395,4410,4430,4475,4525,4575,4625,4675,4705,4730,4795

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

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

⚠ No exceptions found

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

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

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

Add Set an Alternate Catalog Year for the Major

Instcd	<input type="text"/>
Term	<input type="text" value="20194"/>
Memo	<input type="text"/>
Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	
By:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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

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

After the Exception:

▼ ✕ 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.**

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

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

R ✕ SELECT 2 SEMINARS FROM THE LIST BELOW:
FROM: HISTORY 4005,4015,4085,4125,4215,4216,4217,4218,4235,4245,4255,4285,4325,4410,
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 course being substituted.

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:

▼ ✖ 7. GENED: SOCIAL SCIENCE (6 HOURS)

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

- ✖ INDIVIDUALS AND GROUPS
- ✖ ORGANIZATIONS AND POLITIES
- ✖ HUMAN, NATURAL, AND ECONOMIC RESOURCES

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

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

⚠ No exceptions found

Step 2. Select "Course Substitution" 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 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 POLITIES		
✕	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:

 FOCUS AREA ELECTIVES - SELECT AT LEAST 2 COURSES FOR A MINIMUM OF 6 CREDITS.

NEEDS: 2 COURSES

FROM: COMM 3513,3558 OR 4554,4557,4558,4665,4738,4853.01,4853.02

VISUAL DESIGN REQUIREMENT - COMPLETED			
AU18	COMM 2511	3.0	A


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.



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

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

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

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

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="COT VIS DES"/>
Exception Note	<input type="text"/>
Required Sub-reqs (req	

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

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

<input type="button" value="Add Course"/>

▲ #	Course
-----	--------

 No courses found

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

Add Course

Course	<input type="text" value="COMM 2511"/>
Replacement Course	<input type="text"/>
Match Control	Default ▼
Year Term Range	<input type="text"/>
<input type="button" value="Add to List"/> or Return	

Step 5. Click “Return.”

Add Course

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

✔ 1 course was added.

▲ #	Course
1	COMM 2511

Step 6. Click “Save.”

Authorized By	<input type="text"/>
Date	<input type="text"/>
Last Modified:	2019-09-30 08:29:47.0
By:	
<input type="button" value="Save"/> or <input type="button" value="Cancel"/>	

▲ #	Course
1	COMM 2511

After the Exception:

▼ ✖ **COT MAJOR: CORE AND REQUIREMENTS**

NEEDS: 25.00 HOURS

✖ CORE REQUIREMENTS - TAKE 4 COURSES

NEEDS: 4 COURSES

FROM: COMM 2367,2540,3545,3554

✖ 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 3513,3558 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

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

▶ ✖ **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

4.000 GPA

NEEDS: 12.00 HOURS

Ⓡ ✖ REQUIRED COURSES - TAKE BOTH COURSES

FROM: CSTW 4150 OR ENGLISH 4150 CSTW 4191 OR ENGLISH 4189

Ⓡ ✖ GROUP A ELECTIVES - TAKE 1 COURSE

FROM: CSTW 3467 ENGLISH 3304,3305,3405,3467,4567

GROUP A AND B ELECTIVES - COMPLETED

AU18 COMM 2511 3.0 A

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:

▼ ✖ 8. GENED: SOCIAL SCIENCE (6 HOURS)

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

- ✖ INDIVIDUALS AND GROUPS
- ✖ ORGANIZATIONS AND POLITIES
- ✖ HUMAN, NATURAL, AND ECONOMIC RESOURCES

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

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

⚠ No exceptions found

Step 2. Select “Insert 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....

Add Insert Course

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="JGS SS1"/>
Exception Note	<input type="text"/>

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

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

▲ #	Course
⚠ No courses found	

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

Add Course

Course	<input type="text" value="PSYCH S000.02"/>
Replacement Course	<input type="text"/>
Match Control	Default ▼
Year Term Range	<input type="text"/>
<input type="button" value="Add to List"/> or Return	

Step 5. Click “Return.”

Add Course

Course

Replacement Course

Match Control

Year Term Range

or

✔ 1 course was added.

▲ #	Course
1	PSYCH S000.02

Step 6. Click “Save.”

Authorized By

Date

Last Modified: 2019-09-30 08:46:35.029

By:

or

▲ #	Course
1	PSYCH S000.02

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 POLITIES
- ✕ 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:



ADDITIONAL REQUIRED COURSES - SELECT TWO OF THE FOLLOWING COURSES

1 GROUP TAKEN

AU18	PLNTPTH 5150	2.0	A	RP
------	--------------	-----	---	----

FROM: PLNTPTH 5010,5020,5030,5040 & 5041,5110 OR ENTMLGY 5110 PLNTPTH 5120,5130, PLNTPTH 5140,5685



ADDITIONAL ELECTIVES - TAKE 4 TO 6 HOURS TO MEET THE 36 HOUR MINIMUM FOR THE MAJOR

FROM: BIOCHEM 2210 CHEM 2510,2520 ENR 5270,5272 ENTMLGY 4000,4600,4601,4602,4603, ENTMLGY 4606,4607 HCS 4325,5411,5412,5422,5450,5460,5621 MICRBIO 4100,4130 MOLGEN 5643 PLNTPTH 5010,5020,5030,5040 & 5041,5110 OR ENTMLGY 5110 PLNTPTH 2000,5120,5130,5140,5150,5685

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.



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

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

- Insert Course
- Modify Codes
- Waive Pseudo
- Requirement Complete
- Requirement Modification
- Use Course

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

Add Modify Codes

Course Taken by Student

Term

Substituted Course

Message displayed on audit

Accept Code 1

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

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

Step 4. Click "Save."

or

After the Exception:

R ADDITIONAL REQUIRED COURSES - SELECT TWO OF THE FOLLOWING COURSES

1 GROUP TAKEN

AU18	PLNTPTH 5150	2.0	A
------	--------------	-----	---

FROM: PLNTPTH 5010,5020,5030,5040 & 5041,5110 OR ENTMLGY 5110 PLNTPTH 5120,5130, PLNTPTH 5140,5685

R ADDITIONAL ELECTIVES - TAKE 4 TO 6 HOURS TO MEET THE 36 HOUR MINIMUM FOR THE MAJOR

2.00 HOURS ADDED 4.000 GPA

SP19	PLNTPTH 5150	2.0	A	RP
------	--------------	-----	---	----

FROM: BIOCHEM 2210 CHEM 2510,2520 ENR 5270,5272 ENTMLGY 4000,4600,4601,4602,4603, ENTMLGY 4606,4607 HCS 4325,5411,5412,5422,5450,5460,5621 MICRBIO 4100,4130 MOLGEN 5643 PLNTPTH 5010,5020,5030,5040 & 5041,5110 OR ENTMLGY 5110 PLNTPTH 2000,5120,5130,5140,5685

Table 1. List of Commonly Used Condition Codes

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

Waive Pseudo (PW)

Definition

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



ADVISING REQUIREMENT:
STUDENTS MUST MEET WITH A MATH UNDERGRADUATE
ADVISOR TO REVIEW THEIR MAJOR PROGRAM. AN EXCEPTION
TO RUN THIS REQUIREMENT COMPLETE WILL HAPPEN ONCE ALL
THE OTHER CATEGORIES ARE COMPLETE AND THE STUDENT HAS
COMPLETED THE GRADUATING SENIOR EXIT SURVEY.

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

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

⚠ No exceptions found

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

Insert Course

Modify Codes

Waive Pseudo

Requirement Complete

Requirement Modification

Use Course

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

Add Waive Pseudo

Course or Pseudo-Course	<input type="text" value="MATH ADVISOR"/>
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	<input type="text" value="Started Quarters, Graduate Seme"/>
Add Condition Code 1	<input type="text"/>

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

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

After the Exception:

<input type="checkbox"/>	<input type="text" value="ADVISING REQUIREMENT - COMPLETED"/>
--------------------------	---

Requirement Complete (RC)

Definition

This exception is used when an entire sub-requirement or 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.

Add Exception

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

⚠ No exceptions found

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

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	<input type="text" value="SPL ENGL PRE"/>
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	<input type="text" value="Started Quarters, Graduate S"/>

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

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

After the Exception:

SPECIAL EDUCATION ENGLISH PREREQUISITE - COMPLETED (3)		
SP12	SPL 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

AU16	CRPLAN 2200	2.6	KA
AU17	CRPLAN 3600	3.0	A
AU17	CRPLAN 4110	3.0	A

NEEDS: 3.33 HOURS

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

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

⚠ No exceptions found

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

Insert Course

Modify Codes

Waive Pseudo

Requirement Complete

Requirement Modification

Use Course

Step 3. Enter the pseudo course for the sub-requirement and the hours to adjust.

Add Requirement Modification

Requirement Name	<input type="text"/>
Pseudo-Course Name	<input type="text" value="12 HR CRPL ELEC"/>
Exception Note	<input type="text"/>
Required Sub-reqs (req level) or Courses (sub-req)	<input type="text"/>
Required hours	<input type="text" value="-33"/>
Required Count (req level)	<input type="text"/>
Required GPA	<input type="text"/>

Step 4. Click "Save."

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

Three options exist for adjusting hours/count:

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

Use "-" to subtract hours/count. To add hours or count, simply enter the number.

After the Exception:

CITY & REGIONAL PLANNING ELECTIVES

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

AU16	CRPLAN 2200	2.6	KA
AU17	CRPLAN 3600	3.0	A
AU17	CRPLAN 4110	3.0	A

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:



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

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

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

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

⚠ No exceptions found

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

Requirement Modification

Use Course

Waive Course

Waive Hours

Waive Requirement

Exchange Course

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

Add Use Course

Course Taken by Student	<input type="text" value="HCS 2200"/>
Substituted for Pseudo-Course	<input type="text" value="AGR SCI ELEC"/>
Message displayed on audit	<input type="text"/>

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

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

After the Exception:



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:

- ▼ ✕ **SOCIOLOGY 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.
- ✕ **R** REQUIRED PRE-REQUISITE TO THE MINOR - TAKE THIS COURSE
FROM: SOCIOL 1101
- ✕ **R** REQUIRED COURSES - TAKE BOTH COURSES
FROM: SOCIOL 3487,3488
- ✕ **R** ELECTIVES - COMPLETE 3 COURSES

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

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

⚠ No exceptions found

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

Requirement Modification

Use Course

Waive Course

Waive Hours

Waive Requirement

Exchange Course

Step 3. Enter the course being waived:

Add Waive Course

Course or Pseudo-Course

Hours Waived

Displayed As

Year/Term

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

Authorized By

Date

Last Modified:

By:

or

After the Exception:

▼ ✕ **SOCIOLOGY 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.

✕ **R** REQUIRED PRE-REQUISITE TO THE MINOR - TAKE THIS COURSE
FROM: SOCIOL 1101

✕ R REQUIRED COURSES - TAKE BOTH COURSES	1 COURSE TAKEN
SP12 SOCIOL 3487	0.0
FROM: SOCIOL 3488	

✕ **R** 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:**

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

NEEDS: 1.00 HOUR

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

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

⚠ No exceptions found

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

Requirement Modification
Use Course
Waive Course
Waive Hours
Waive Requirement
Exchange Course

Step 3. Enter the pseudo course and the hours being waived for the sub-requirement:

Add Waive Hours

Course or Pseudo-Course
Hours Waived
Displayed As
Year/Term

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

Authorized By
Date
Last Modified:
By:
 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

LEVEL TWO (2)

AU17 ENGLISH 2367.02 3.0 KA

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

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

⚠ No exceptions found

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

Requirement Modification

Use Course

Waive Course

Waive Hours

Waive Requirement

Exchange Course

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

Add Waive Requirement

Course or Pseudo-Course	<input type="text" value="JGS WRTN1"/>
Hours Waived	<input type="text"/>
Displayed As	<input type="text"/>
Year/Term	<input type="text" value="Started Quarters, Graduate St"/>

... and then select click "Save."

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

After the Exception:

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

LEVEL ONE (1)			
SP12	JGS WRTN1	0.0	
LEVEL TWO (2)			
AU17	ENGLISH 2367.02	3.0	KA

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:

▼ ✕ **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

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

⚠ No exceptions found

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

Requirement Modification

Use Course

Waive Course

Waive Hours

Waive Requirement

Exchange Course

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

Add Exchange Course

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

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

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

<input type="button" value="Add Course"/>

▲ #	Course
⚠ No courses found	

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

Add Course

Course	<input type="text" value="PSYCH 1100"/>
Replacement Course	<input type="text" value="PSYCH S000.02 "/>
Match Control	Default ▼
Year Term Range	<input type="text"/>
<input type="button" value="Add to List"/> or Return	

Step 5. Click "Return."

Add Course

Course

Replacement Course

Match Control Default ▾

Year Term Range

or

✔ 1 course was added.

▲ #	Course	Replacement Course
1	PSYCH 1100	PSYCH S000.02

Step 6. Click "Save."

or

▲ #	Course	Replacement Course
1	PSYCH 1100	PSYCH S000.02

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

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

Example of completing the requirement with one course: Completing the sub-requirement 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. 16 for step-by-step instructions for an Insert Course exception).
2. Increase course count from 1.

Insert Course Details

Requirement Name	
Pseudo-Course Name	LANGPROFICIENCY
Exception Note	
Required Sub-reqs (req level) or Courses (sub-req)	3
Required hours	0

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

Course or Pseudo-Course	LANGPROFICIENCY
Hours Waived	0
Displayed As	Native speaker of Chinese

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