

u.achieve Exceptions Quick Guide

Situation	Exception to use	Fields needed
<p>Need to Add a course to a sub-requirement that's not on the approved list Add a course to the Accept line</p>	<p>Add Approved Courses to a Students Audit (RM)</p>	<ul style="list-style-type: none"> - Pseudo Course Name (A) - Authorized By - Date - Course
<p>You have an open ended Sub-Requirement, HIST***, but you don't want a specific History course to be applied Add a course to the Reject line</p>	<p>Add Approved Courses to a Students Audit (RM)</p>	<ul style="list-style-type: none"> - Pseudo Course Name (R) - Authorized By - Date - Course <p><i>In this situation use the R pseudo course.</i></p>
<p>A course is approved for a sub-requirement, but you don't want it to count Delete a course from the Accept line</p>	<p>Delete Courses(s) on a Student's Audit (DC)</p>	<ul style="list-style-type: none"> - Pseudo Course Name (A) - Authorized By - Date - Course
<p>A course can be used in multiple sub-requirements and uachieve is placing it in one sub-requirement but you want it to go into another</p>	<p>Force Course into Specific Sub-Requirement (FC)</p>	<ul style="list-style-type: none"> - Forced Course - SubReq Pseudo Course - Year Term (<i>Only if course was repeated</i>) - Authorized By - Date
<p>A student has transferred in two separate courses that have identical listings but uachieve is only allowing one instance of the course to be accepted. Both courses are valid and should be accepted. <i>(this happens with study abroad courses and other transfer courses)</i></p>	<p>Choose a Specific Repeatable/Duplicate Course (RP)</p>	<ul style="list-style-type: none"> - Course - Year/Term - Add Condc Code 1 = D - Authorized By - Date
<p>A student received duplicate credit via transfer, but can only get credit for one of the courses. The student gets credit for course A but you want course B to apply (<i>similar to above</i>)</p>	<p>Choose a Specific Repeatable/Duplicate Course (RP)</p>	<ul style="list-style-type: none"> - Course (the one you want to exclude) - Use this Course - Authorized By - Date
<p>A student has a basic foreign language requirement in your department. Their High School transcript show that they did well enough to be waived from this requirement</p>	<p>Waive a Sub-Requirement or Requirement (WR)</p>	<ul style="list-style-type: none"> - Pseudo Course Name - Note to Show on Audit - Authorized By - Date
<p>A student changes into your major and falls under the current curriculum. You want the student to be able to complete the program under the previous curriculum</p>	<p>Change Catalog Year for a Student's Audit (YT)</p>	<ul style="list-style-type: none"> - Audit Major Code - New Catalog Year - Date - Authorized By

The way to think of the Add and Delete Exceptions are, that you are Adding and Deleting courses from the Approved (Select From) and Reject (Not From) lines of the Sub-Requirements.