Exceptions

In version 4.4 you are able to create exception right on the audit page. To do so click the 'Enter Exception Mode' button at the top right of the Audit.

Prepared On	07/13/2017 08:22 AM	Program Code	03130	Catalog Year	Fall 2016
Student ID		Job ID	2017071308221517		

Enter Exception Mode

Audit Results   Course History   Applied Exceptions   Markers

Audit
You are here: 🏠 Audit

Categories
Click on any area of the graph for further detail.

4.0

Major
Gen Education

Any exceptions that have already been made will also appear

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

> **[UNIV] Summary**
> **Cumulative Credits*: 113**
> **Applicable Transfer Credits: 58**
> **Cumulative GPA: 2.94**

> ✅ **[UNIV] Cumulative GPA Requirement Current Status: OK**
> ▪ **[UNIV] UMD Degree Requirements**
> ✅ **Major GPA**
> ✅ **Mathematics - Lower Level Block 1**
> ▪ **Mathematics - One Year Sequence**
> ❌ **Mathematics - Upper Level Major Requirements**
> ▪ **Mathematics - Computer Science Req**
> ✅ **Mathematics- Supporting Sequence**
> ✅ **[CORE/GenEd] General Education Required Credits**

Exceptions

ctlcd	Note	Auth by	Auth Date
CC			
TC			
GP			
GE	MET VIA ASSOCIATE'S DEGREE		
GE	MET VIA ASSOCIATE'S DEGREE		
GE			
GE	MET VIA ASSOCIATE'S DEGREE		
GE	MET VIA ASSOCIATE'S DEGREE		
GE	MET VIA ASSOCIATE'S DEGREE		
GE	MET VIA ASSOCIATE'S DEGREE		
GE	MET VIA ASSOCIATE'S DEGREE		
RM	has CHEM135	Ida	11/28/2017

You can then open a specific (or all) the sub-requirements. You'll see the new exception icons, and they are color coded
- Brown is at the Requirement level
- Orange is at the sub-Requirement level
- Green is at the Course level (SELECT FROM: lines). NOTE: If you do not have the SELECT FROM lines displaying in the Audit the Green + will not appear. However, Add and Delete exceptions can still be made

❌ **Mathematics - Upper Level Major Requirements**
    EARNED: 9.0 CREDITS   1.900 GPA
    IN-PROGRESS 6.0 CREDITS

    ✅ 1) Alegbra
            3.0 CREDITS COMPLETED   1 COURSE TAKEN   2.000 GPA

        Sp17 MATH401   3.00 C   APPLIC LINEAR ALGEBRA

    ❌ 2) Numerical Analysis
            NEEDS: 1 COURSE

        SELECT FROM:

        AMSC 460 OR 466

Forced Course

The Forced Course exception is indicated with the Down Arrow icon.

To Force a course into a Sub-Requirement:
- Click the down arrow icon

- The Force Couse exception window will open to the right. On the left you will see the sub-requirement
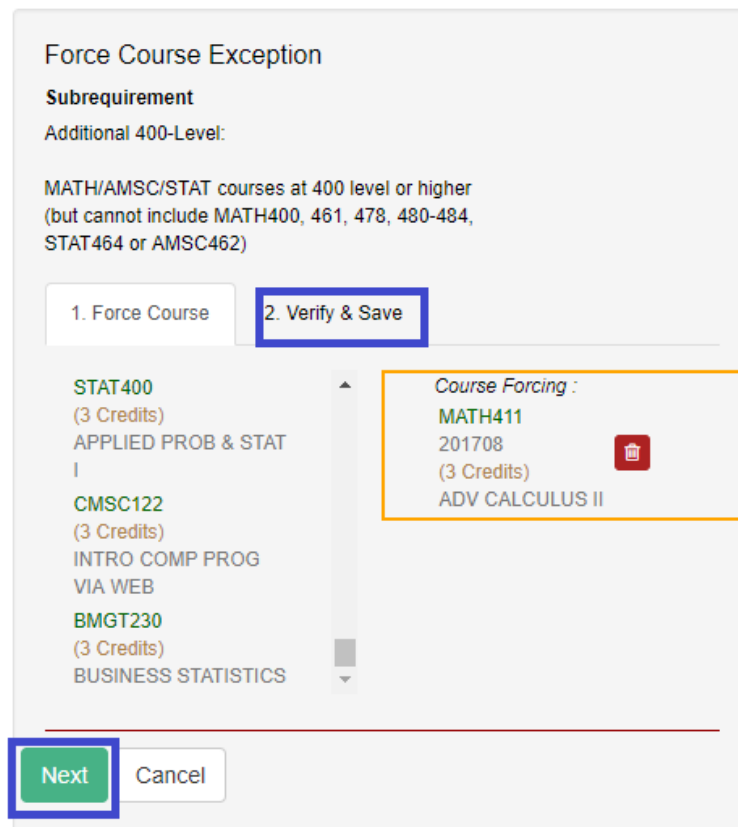
- You can scroll through the list of course on the student's record and click the Green plus (+) next to the course you want to use
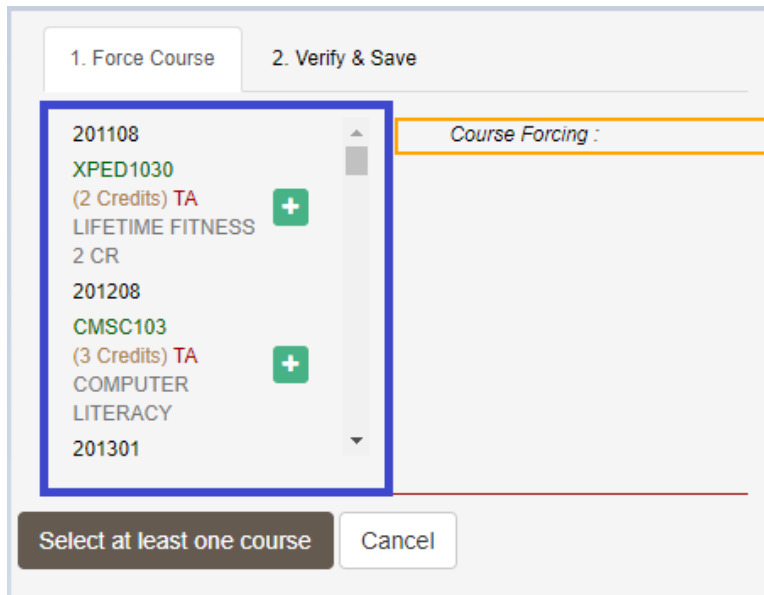
- The course will now appear under *Course Forcing:* to the right of the list.
  - If you'd like to remove that course and choose another click the red trash can
- Click either the green Next button at the bottom of the screen or the 'Verify & Save' tab

- On the Verify & Save tab make sure the correct course is appearing
  - For Major Requirements don't worry about the 'Restrict to this Degree Program' check box. It already knows to do that
  - If you are altering GenEd or CORE you may need to consider this if a student is a double major or double degree. Consult with the other college or department to make sure you are all on the same page. It will restrict to it to the program if checked.
  - If you need to add a brief Note to appear in the audit do so in the "Audit Note:
  - For a longer explanation use "Memo"
  - Your User ID and Date will automatically appear in "Authorized Buy and Date

- If all is OK Click the "Save & Run Audit" button

- Once the audit runs Open the Sub-requirement and check to make sure the course appears

☒ 5) Additional 400-Level:

MATH/AMSC/STAT courses at 400 level or higher
(but cannot include MATH400, 461, 478, 480-484,
STAT464 or AMSC462)

	3.0 CREDITS COMPLETED	1 COURSE TAKEN	2.000 GPA
IN-P --->	6.0 CREDITS		2 COURSES TAKEN

Sp17	MATH406	3.00	C	INTRO NUMBER THEORY
Fa17	MATH411	3.00		IP
				ADV CALCULUS II
				>>MATCHED AS: A-MATH-UPLV-5
				MATH411 OK here
Fa17	STAT400	3.00		IP
				APPLIED PROB & STAT I

NEEDS: 1 COURSE

SELECT FROM: MATH 4 xx STAT 4 xx AMSC 4 xx

Force a Sub-Requirement Closed (Waive a Requirement)

The Force a Sub-Requirement Closed (Waive Requirement) exception is indicated with the Check Mark icon.

To Force a Sub-Requirement Closed:
- Click the down check mark icon

- The Force a Sub-Requirement Closed exception window will open to the right. On the left you will see the sub-requirement.

- In the 'Audit Note' field a brief comment so it's apparent why this sub-requirement is Fulfilled
- For a longer explanation you can enter a "Memo"
- Your User ID and Date will automatically appear in "Authorized Buy and Date
- Click the "Save & Run Audit" button

Subrequirement Force Complete Exception

Subrequirement
Additional 400-Level:

MATH/AMSC/STAT courses at 400 level or higher
(but cannot include MATH400, 461, 478, 480-484,
STAT464 or AMSC462)

> 1. Verify & Save

This Exception will force the current Subrequirement to Completion.

☐ Restrict to this Degree Program.

Audit Note
406 and 400 are good enough

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by
agraddy
(Maximum characters: 30)

Date
07/13/2017

[Save & Run Audit]   [Save & Add Exception]   [Cancel]

- Once the audit runs Open the Sub-requirement and check to make sure
- Your Audit Note will appear
- By default in will indicate the criteria needed to complete the Sub-requirement has been met. In this case 4 courses
  - These values can be suppressed if needed.

☑ 5) Additional 400-Level:

MATH/AMSC/STAT courses at 400 level or higher
(but cannot include MATH400, 461, 478, 480-484,
STAT464 or AMSC462)

0.0 CREDITS COMPLETED   4 COURSES TAKEN

406 and 400 are good enough

➢ NOTE: Depending on how you have set up your sub-requirements, the look may differ. In this instance the courses taken remain and the Note appears as well. It will still indicate the criteria needed to complete the Sub-requirement. **IF YOU DO WANT IT TO APPEAR LIKE THIS**, create an Edit Sub-Requirement Exception. That is covered next.

2) 45 credits of BMGT Coursework

26.0 CREDITS COMPLETED		5 COURSES TAKEN		2.861 GPA	
IN-P --->		**19.0 CREDITS**		6 COURSES TAKEN	

S216	BMGT110	3.00	B+	RPT	
				BUSINESS VALUE CHAIN	
Fa16	BMGT220	3.00	B	RPT	
				PRIN ACCOUNTING I	
Fa16	BMGT230	3.00	B+	BUSINESS STATISTICS	
Sp17	BMGT221	3.00	C-	PRIN ACCOUNTING II	
Sp17	BMGT398J	1.00	B+	PREP FOR GLOBAL INTERN	
S117	BMGT373	6.00		IP	
				SUPPLY CHAIN INTERNSHIP	
Fa17	BMGT301	3.00		IP	
				INTRO TO INFO SYSTEMS	
Fa17	BMGT340	3.00		IP	
				BUSINESS FINANCE	
Fa17	BMGT350	3.00		IP	
				MARKETING PRIN & ORGANIZ	
Fa17	BMGT367	1.00		IP	
				CAREER SEARCHS IN BMGT	
Fa17	BMGT372	3.00		IP	
				INTRO LOG & SUPP CH MGT	

32 credits is good enough

Edit Sub-Requirement

The Edit Sub-Requirement exception is indicated with the Pencil icon.

To Edit the Sub-Requirement:
- Click the Pencil icon

- The Edit Sub-Requirement exception window will open to the right. On the left you will see the sub-requirement.
- You have the option increase or reduce the number of:
  - Courses
  - Credits
  - GPA

  Needed to fulfill the sub-requirement

- In the example, the student still needs to complete 3 courses, so the number of courses can be reduced by three

Open All Sections   Close All Sections

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

☒ **BMGT- Upper Level Core**

EARNED: 0 *SUB-GROUPS*
IN-
PROGRESS   10.0 *CREDITS*
NEEDS: 1 *SUB-GROUP*

☒ 1) Complete the following Upper Level Courses

0.0 CREDITS   0   COURSES TAKEN
COMPLETED
IN-P --->   10.0 CREDITS   4   COURSES TAKEN

Fa17	BMGT301	3.00	IP INTRO TO INFO SYSTEMS
Fa17	BMGT340	3.00	IP BUSINESS FINANCE
Fa17	BMGT350	3.00	IP MARKETING PRIN & ORGANIZ
Fa17	BMGT367	1.00	IP CAREER SEARCHS IN BMGT

NEEDS: 3 COURSES
SELECT FROM:
BMGT 364,380,495

Subrequirement Modification Exception

Subrequirement
Complete the following Upper Level Courses

| 1. Subrequirement Modification | 2. Verify & Save |

Required Course Count
Original Value: 7
Adjust by: -   -3   +

Required Credits
Original Value: 0
Adjust by: -   0.00   +
Required GPA
Original Value: 0
Adjust by: -   0.00   +

[Next]   [Cancel]

- Click the Minus sign in Required Course Count to reduce to -3
- Click the green "Next" button or the "Verify & Save" tab
- In the 'Audit Note' field you can add a brief comment so it's apparent why this sub-requirement is Fulfilled
- For a longer explanation you can enter a "Memo"
- Your User ID and Date will automatically appear in "Authorized Buy and Date
- Click the "Save & Run Audit" button

Subrequirement Modification Exception

Subrequirement
Complete the following Upper Level Courses

| 1. Subrequirement Modification | 2. Verify & Save |

Required Course Count
Original Value: 7
Adjust by: -3

Required Credits
Original Value: 0
Adjust by: 0.00
Required GPA
Original Value: 0
Adjust by: 0.00

☐ Restrict to this Degree Program.   ☐ Restrict to this Requirement.

Audit Note
Those 4 courses were hard
(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by
agraddy
(Maximum characters: 30)

Date
07/17/2017

[Back]   [Save & Run Audit]   [Save & Add Exception]   [Cancel]

- Once the audit runs, open the Sub-requirement and check to make sure the exception took
- Your Audit Note will appear
- In this example the student's courses are all In Progress. Once they successfully complete the courses the Su-Requirement will be fulfilled and will receive a green check mark.

BMGT- Upper Level Core

IP   EARNED: 1 SUB-GROUP

      IN-
PROGRESS   10.0   CREDITS

1) Complete the following Upper Level Courses

NOTE: RM - Those 4 courses were hard

0.0 CREDITS COMPLETED		0 COURSES TAKEN
IN-P --->	10.0 CREDITS	4 COURSES TAKEN

Fa17	BMGT301	3.00	IP
			INTRO TO INFO SYSTEMS
Fa17	BMGT340	3.00	IP
			BUSINESS FINANCE
Fa17	BMGT350	3.00	IP
			MARKETING PRIN & ORGANIZ
Fa17	BMGT367	1.00	IP
			CAREER SEARCHS IN BMGT

Add a Course

The Add a course exception is indicated with the Green + (plus) icon.

What you are actually doing is adding a course to the SELECT FROM line. Even if the SELECT FROM line is not displayed you are still adding it behind the scenes.

To Add a Course:
- Click the green plus sign

- The Add a Course exception window will open to the right. On the left you will see the sub-requirement.
- On the left you'll see a fields for the course prefix (Dept) and number (Course)
    - You can enter those directly if you know which course you would like to add

- Below the prefix and number fields you will get a listing of all the courses in the students record
  - You can scroll through the students courses and simply click the green plus for the course you would like to add
  - It will appear under *Course Adding:*

- Click the green "Next" button or the "Verify & Save" tab
- In the 'Audit Note' field you can add a brief comment so it's apparent why this sub-requirement is Fulfilled
- For a longer explanation you can enter a "Memo"
- Your User ID and Date will automatically appear in "Authorized Buy and Date
- Click the "Save & Run Audit" button

- Once the audit runs, open the Sub-requirement and check to make sure the exception took
- Your Audit Note will appear

International Business Major Requirements

EARNED: 3.0 CREDITS   0 SUB-GROUPS   2.000 GPA
NEEDS: 1 SUB-GROUP

1) Complete the following courses:

NOTE: RM - AREC365 OK
3.0 CREDITS COMPLETED   1 COURSE TAKEN   2.000 GPA

| Sp17 | AREC365 | 3.00 | C | HUNGER, POP, & FOOD |

NEEDS: 5 COURSES

SELECT FROM: BMGT 392,446,454,477,463,466

- You can also Add a course that a student plans to take but doesn't have yet
  - Just add it manually in the course prefix (Dept) and number (Course) fields

Add Course Exception
Subrequirement

| 1. Add Course | 2. Verify & Save |

Find the course you want to use: *Course Adding :*

Dept   Course

HIST   511   ➕

OR *Select a student course:*

201201
GVPT170
(3 Credits) TP   ➕
U.S. GVPT/SCR 3

201301
XHIST US3
(0 Credits) TNC   ➕
U.S. HISTORY/SCR
3

STAT100
(3 Credits) TP   ➕

Select at least one course   Cancel

Add Course Exception
Subrequirement

| 1. Add Course | 2. Verify & Save |

Need to modify the subrequirement? Click here.

Course Adding :
HIST511
Not Taken
(0 Credits)

Into:
Using pseudo of A-BMGT-IBEC-1

☐ Restrict to this Degree Program.   ☐ Restrict to this Requirement.

Audit Note

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by   **Date**

agraddy   07/17/2017

(Maximum characters: 30)

Back   Save & Run Audit   Save & Add Exception   Cancel

- Now when you Run the Audit the course will appear in the "SELECT FROM:" line

International Business Major Requirements

EARNED: 3.0 CREDITS	0 SUB-GROUPS	2.000 GPA
NEEDS:	1 SUB-GROUP	

   1) Complete the following courses:

        NOTE: RM - AREC365 OK

3.0 CREDITS COMPLETED	1 COURSE TAKEN	2.000 GPA

Sp17 AREC365	3.00 C	HUNGER, POP, & FOOD

NEEDS: 5 COURSES

SELECT FROM: BMGT 392,446,454,477,463,466 HIST 511

- When the student successfully completes the course it will then count for them in that Sub-Requirement

Remove a Course

The Remove Course exception is indicated with the Green - (minus) icon.

What you are actually doing is removing a course to the SELECT FROM line. Even if the SELECT FROM line is not displayed you are still removing it behind the scenes.

To Delete a Course:
- Click the green minus sign

- The Delete a Course exception window will open to the right. On the left you will see the sub-requirement.
- A listing of the courses that remain on the SELECT FROM: line will appear with a red X icon
   - Click the X next to one (or more) of the courses you wish to remove from the SELECT FROM line

- Click the green "Next" button or the "Verify & Save" tab
- In the 'Audit Note' field you can add a brief comment so it's apparent why this sub-requirement is Fulfilled
- For a longer explanation you can enter a "Memo"
- Your User Id and Date will automatically appear in "Authorized Buy and Date"
- Click the "Save & Run Audit" button

- Once the audit runs, open the Sub-requirement and check to make sure the exception took
- Your Audit Note will appear
- The course will no longer appear in the SELECT FROM line

Swap a Course

The Swap Course exception is indicated with the Green Arrows icon.

The Swap Course exception allows you to remove a course from the SELECT FROM line and replace it with another

To Swap a Course:
- Click the Green Arrows icon

1) Complete the following courses:

NOTE: RM - AREC365 OK

| 3.0 CREDITS COMPLETED | 1 COURSE TAKEN | 2.000 GPA |

Sp17 AREC365   3.00 C   HUNGER, POP, & FOOD

NEEDS: 5 COURSES

SELECT FROM:

BMGT 392,446,454,477,463,466 HIST 511

- The Swap a Course exception window will open to the right. On the left you will see the sub-requirement.
- A listing of the courses that remain on the SELECT FROM: line will appear with a red X icon
  - Click the X next to one (or more) of the courses you wish to remove from the SELECT FROM line
  - It will appear in *Swapping Out:*
  - Click the green "Next" button or the "Swap In" tab

Swap Course Exception

Subrequirement
Complete the following courses:

| 1. Swap Out | 2. Swap In | 3. Verify & Save |

Select course(s) you want to swap out:

BMGT446 [x]
BMGT454 [x]
BMGT477 [x]
BMGT463 [x]
BMGT466 [x]
HIST511 [x]

Swapping Out :
BMGT392 🗑

Next   Cancel

- Type a course Prefix in the Dept box and the Course Number in the Course box
  OR
- Scroll through the students courses and simply click the green plus for the course you would like to add
- It will appear under *Swapping In:*
- Click the green "Next" button or the "Verify and Save tab
- In the 'Audit Note' field you can add a brief comment so it's apparent why this sub-requirement is Fulfilled
- For a longer explanation you can enter a "Memo"
- Your User ID and Date will automatically appear in "Authorized Buy and Date
- Click the "Save & Run Audit" button

Swap Course Exception

Subrequirement

Complete the following courses:

| 1. Swap Out | 2. Swap In | 3. Verify & Save |

Find the course you want to use:

Dept **Course** [+]

Swapping In :
BMGT372
Add Date
(3 Credits)
INTRO LOG & SUPP CH MGT [🗑]

OR Select course(s) you want to swap In:
BMGT373
(6 Credits) [+]
SUPPLY CHAIN INTERNSHIP

201708

PLCY301
(3 Credits) [+]
SUSTAINABILITY

BMGT367
(1 Credits) [+]
CAREER SEARCHS IN BMGT

[Back] [Next] [Cancel]

Swap Course Exception

Subrequirement

Complete the following courses:

| 1. Swap Out | 2. Swap In | 3. Verify & Save |

Need to modify the subrequirement? Click here.

Swapping In :   Swapping Out :
BMGT372   BMGT392
Not Taken
(3 Credits)
INTRO LOG & SUPP CH MGT
Into:
Complete the following courses:
Using pseudo of A-BMGT-MAJI-1

☐ Restrict to this Degree Program.   ☐ Restrict to this Requirement.

Audit Note

392 is 20x more class

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by   **Date**
agraddy   07/17/2017
(Maximum characters: 30)

[Back] [Save & Run Audit] [Save & Add Exception] [Cancel]

- Once the audit runs, open the Sub-requirement and check to make sure the exception took
- Your Audit Note will appear
- The course will no longer appear in the SELECT FROM line
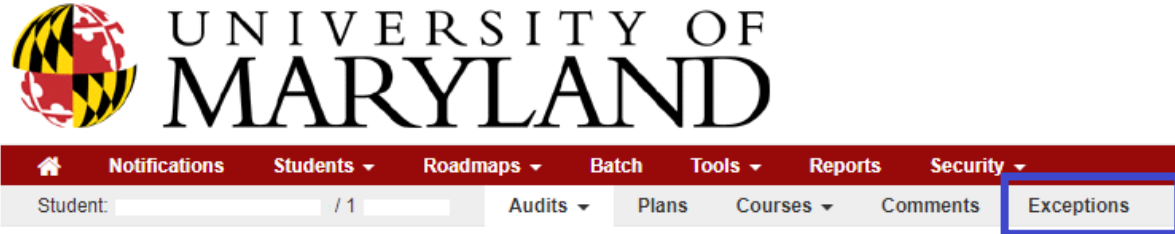
[❌] 1) Complete the following courses:

NOTE: RM - AREC365 OK
NOTE: RC - 392 is 20x more class

3.0 CREDITS COMPLETED		1 COURSE TAKEN	2.000 GPA	
IN-P --->		3.0 CREDITS		1 COURSE TAKEN

Sp17	AREC365	3.00 C	HUNGER, POP, & FOOD
Fa17	BMGT372	3.00	IP
			INTRO LOG & SUPP CH MGT

NEEDS: 4 COURSES

SELECT FROM: BMGT 446,454,477,463,466 HIST 511
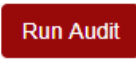
Change a Catalog Year

To Change the Catalog Year:
- On the Student Search page enter a student by UID or Name and click the Submit button (for UID) or the Search button (for Name)
- On the Completed Audits Requests page click the Exception tab in the Gray Menu bar

- On the Exception page click the Add Exception button

- On the Choose an Exception Type page click on "Change Catalog Year for a Student's Audit."

Choose an Exception Type

Return to list of exceptions

Description	▲ Exception Code
/ Delete Course(s) on a Student's Audit	DC
Force Course into Specific SubRequirement	FC
/ Swap a Course	RC
/ Add Approved Courses to a Student's Audit	RM
Choose a Specific Repeatable/Duplicate Course	RP
Waive a Sub-Requirement or Requirement	WR
/ Change Catalog Year for a Student's Audit	YT

- The Change Catalog Year… exception window will open.
- Enter the Major Code of the Program in the Audit Major Code" box (applies to Minors as well)
- In the "New Catalog Year" box, use the dropdown to select the Term you want

Add / Change Catalog Year for a Student's Audit

Audit Major Code*	0104E
New Catalog Year*	Spring 2010 ▾
	Spring 2013
	Summer-1 2013
	Summer-2 2013
Note	Fall 2013
	Spring 2014
Date*	Summer-1 2014
	Summer-2 2014
Authorized By*	Fall 2014
	Spring 2015
	Summer-1 2015
	Summer-2 2015
	Fall 2015
	Spring 2016
	Summer-1 2016
	Summer-2 2016
	Fall 2016
	Spring 2017
	Summer-1 2017
	Summer-2 2017
	Fall 2017

Add / Change Catalog Year for a Student's Audit

Audit Major Code*	0104E
New Catalog Year*	Fall 2017 ▾
Note	
Date*	07/18/2017
Authorized By*	agraddy

Save   Cancel

- For an explanation you can enter a "Note"
- Your User ID and Date will automatically appear in "Authorized Buy and Date"
- Click the "Save" button
- Once a new audit runs, you will see on the Completed Audits Requests page that the Major ran with the new Catalog Term

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

Run Audit   Delete
                                                                                          select all/select none

ID	Program	Title	Catalog Year	▾ Created	Format	Run By	Type	View	Delete
690905	0104E-BK	Sciences/Pre-Professional Benchmark	Spring 2014	07/18/2017 3:13 PM	HTML	agraddy		View Audit	☐
690904	0104E	Sciences/Pre-Professional	Fall 2017	07/18/2017 3:13 PM	HTML	agraddy		View Audit	☐
690882	0104E-BK	Sciences/Pre-Professional Benchmark	Spring 2014	07/18/2017 3:13 PM	HTML	agraddy		View Audit	☐
690881	0104E	Sciences/Pre-Professional	Fall 2017	07/18/2017 3:13 PM	HTML	agraddy		View Audit	☐
690879	0104E	Sciences/Pre-Professional	Spring 2014	07/18/2017 3:12 PM	HTML	agraddy		View Audit	☐
690901	0104E	Sciences/Pre-Professional	Spring 2014	07/18/2017 3:12 PM	HTML	agraddy		View Audit	☐

Advanced Exceptions

The Advanced Exceptions is indicated with the Lightning Bolt icon.

Some colleges and departments do have some tricky exceptions. Those will need to be handled in Advanced Exception. If you do come across an exception that you can't create in the Audit contact uachieve.umd.edu and we can assist you in creating an Advanced Exception.

To create an Advanced Exception:
- Click the Orange Lightning Bolt icon.

- That will take you to the 'Choose an Exception Type" screen
  - Click on the type of Exception you'd like to create

Choose an Exception Type

Return to list of exceptions

Description	▲ Exception Code
/ Delete Course(s) on a Student's Audit	DC
Force Course into Specific SubRequirement	FC
/ Swap a Course	RC
/ Add Approved Courses to a Student's Audit	RM
Choose a Specific Repeatable/Duplicate Course	RP
Waive a Sub-Requirement or Requirement	WR
/ Change Catalog Year for a Student's Audit	YT

- The window for the exception chose (example is an Add) will open to the right. On the left you will see the entire audit.
- As you can see you have many more options to create an Advanced Exception. A good example would be to add a course to the Reject line of a sub-requirement. So if there are specific course(s) that you don't want a student to be allowed to use for that sub-requirement.
  - If you do need to create an Advanced Exception and aren't familiar with the process please e-mail us at uachieve@umd.edu and we'll be happy to assist you.

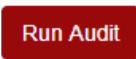**D**elete Exceptions and entering them the Old way

To Delete an Exception:
- On the Student Search page enter a student by UID or Name and click the Submit button (for UID) or the Search button (for Name)
- On the Completed Audits Requests page click the Exception tab in the Gray Menu bar
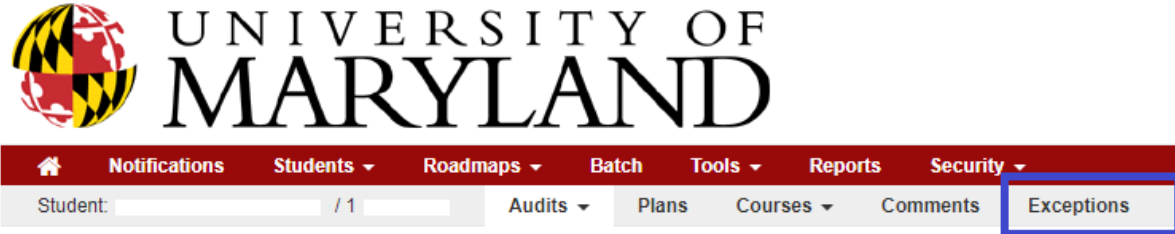
- On the 'Exceptions' page in the Delete column on the far right of the chart:
  - Check the exception you want to delete
  - Click the Delete" button

- In the green bar you will see that the exception has been deleted
- It will no longer appear in the chart

For those of you that really enjoy entering the exceptions the old way, that is still an option!

- On the Student Search page enter a student by UID or Name and click the Submit button (for UID) or the Search button (for Name)
- On the Completed Audits Requests page click the Exception tab in the Gray Menu bar

UNIVERSITY OF MARYLAND

| ⌂ | Notifications | Students ▾ | Roadmaps ▾ | Batch | Tools ▾ | Reports | Security ▾ |

| Student: _____ / 1 _____ | Audits ▾ | Plans | Courses ▾ | Comments | **Exceptions** |

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a

Run Audit

- On the 'Exceptions' page click the "Add Exception" button:

Exceptions

Adding or deleting exceptions only modifies the student's audit. The student's audit does not alter the student's academic record.

Add Exception   **Delete**
select all/select none

▲ #	Code	A	R	Audit Note	Pseudo Name	Course	Rcourse	Authorized By	Edit	Delete
0	CC	N	V						⚠	
0	GP	N	V						⚠	
0	TC	N	V						⚠	

- That will take you to the 'Choose an Exception Type" screen
  - Click on the type of Exception you'd like to create

Choose an Exception Type

Return to list of exceptions

Description	▲ Exception Code
/ Delete Course(s) on a Student's Audit	DC
Force Course into Specific SubRequirement	FC
/ Swap a Course	RC
/ Add Approved Courses to a Student's Audit	RM
Choose a Specific Repeatable/Duplicate Course	RP
Waive a Sub-Requirement or Requirement	WR
/ Change Catalog Year for a Student's Audit	YT

- For this example, Force Course
- That will open the exception, you will need:
  - The Course you wish to use
  - The Pseudo Code
  - Year/Term if there's more than one attempt
  - Add a Note if needed
  - Authorized By and Date are already there!
  - Click the "Save" button

Add Force Course into Specific SubRequirement

Forced Course*	
SubReq Pseudo Course*	
Year/Term	
Note to Display on Audit	
Note	
Authorized By*	agraddy
Date*	07/19/2017

Save Cancel