

HOW TO:
**ENTER EXCEPTIONS IN MYUK
GPS DEGREE AUDIT**

BASIC INFORMATION

These areas will stay with the Registrar's Office. Exceptions on the UK Core, UK Foreign Language, and the Graduation requirements area - including the 67 Hour Limit, the Residence requirement, and the UK Cumulative Hours & GPA - will be handled by the Degree Audit team.

- ✗ University Requirements
 - ✗ UK Core
 - ✓ Arts & Creativity
 - ✓ Humanities
 - ✓ Social Sciences
 - ✓ Natural, Physical, Mathematica...
 - ✓ Composition & Communication I
 - ✓ Composition & Communication II
 - ✓ Quantitative Foundations
 - ✓ Statistical Inferential Reason...
 - ✓ Community, Culture & Citizensh...
 - ✗ Global Dynamics
- ✓ Foreign Language
- ✗ Graduation

Advisors will now be able to enter exceptions on these areas through GPS degree audits in the myUK portal.

NOTE: DRC substitutions on the A&S Foreign Language requirement and any exceptions on Major GPAs will need to be entered by the Degree Audit team. Advisors can request these exceptions via the exception requests e-mail at team-gps@lsv.uky.edu

- ✗ College Requirements
 - ✗ College of Arts & Sciences
 - ✗ BA in College of Arts & Scienc...
 - ✓ Foreign Language
- ✗ Major Requirements
 - ✗ Spanish
 - ✓ Pre-Major: Spanish
 - ✓ Major: Spanish
 - ✗ Option: Spanish (General)
- ✗ Minor Requirements
 - ✗ Minor: Art History

BASIC INFORMATION

Each requirement in the College, Pre-Major, Major, and Minor areas will now be equipped with a button that will allow advisors to enter any necessary exceptions into a student's audit:

- ✔ Major: Spanish
 - ✔ Spanish Core
 - This requirement has been met—[show details](#).
 - ✔ Spanish Outside Major Dept
 - This requirement has been met—[show details](#).
 - ✔ Spanish GCCR
 - This requirement has been met—[show details](#).



EXCEPTIONS

EXCEPTIONS

EXCEPTIONS

Any time you enter an exception on a student's degree audit and click "Save" or "Done", you will be taken to the top of the page to refresh the audit. Exceptions or changes will not apply until the audit has been refreshed.

Exceptions or substitutions have been applied since this audit was last refreshed. Changes may not apply until this audit has been refreshed — scheduled for refresh in 29 minutes.

Refresh Audit Now

After the audit has refreshed, always check to make sure that your exception worked. If it did not, see common issues under **Exceptions troubleshooting (page 19)**.

BASIC INFORMATION

Exceptions will be indicated on the audit by an asterisk (*) next to a requirement. To view all exceptions that have been

The screenshot shows a list of requirements on the left, each with a red asterisk. A pop-up menu is open for the 'A&S 120 Hours' requirement, listing options: 'Force Requirement to Completion', '+/- Number of Required Hours', 'Apply or Exclude a Course', 'All exceptions', and 'View all exceptions'. A blue arrow points to the 'View all exceptions' option.

ree audit. You can click **View** next

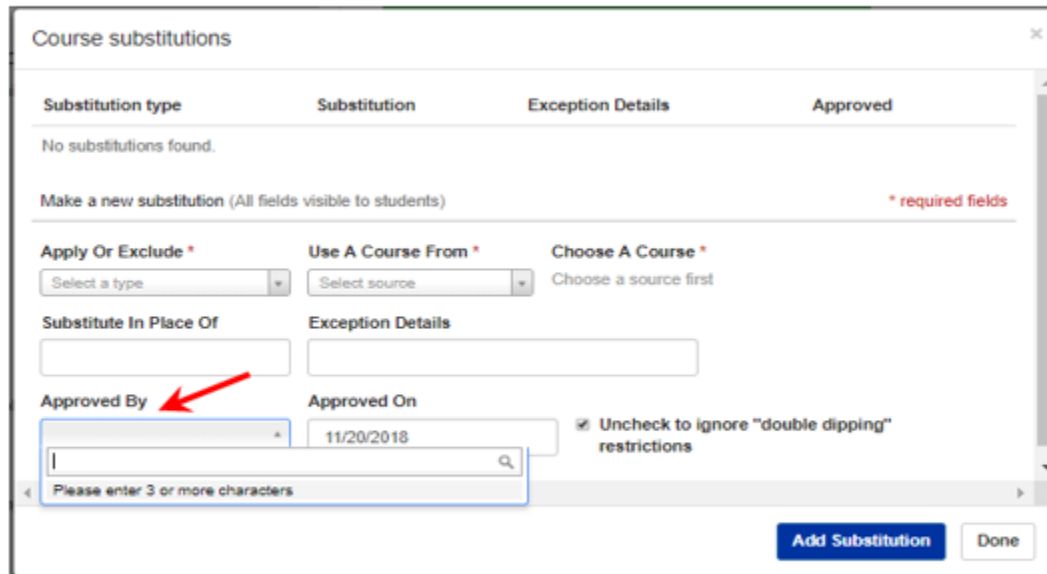
The pop-up window will display all exceptions that have been entered on this student's deg to any of the exceptions to be taken to the exception on the audit.

A vertical list of eight green 'View' links, each on a separate line, with a scroll bar on the right side.

All Exceptions	
Requirement	Exceptions granted
A&S 120 Hours	Earned Credit Hours - Variable: 108.00
Philosophy GCCR	Number of Courses: 2.00 Addition: PSY 230 Addition: PSY 314
Art History Minor-Art History Co...	Number of Courses: 1.00
Anthropology Minor-Preminor Cour...	Number of Courses: 2.00 Addition: SPA 400
A&S Natural Sciences (BA)	Addition: BIO 103
A&S Lab or Field Work	Exclusion: PSY 215
Psychology From Major Dept	Addition: PSY 395
Philosophy Pre-Major	Addition: PSY 215
Art History Minor-Non Western Co...	Addition: HIS 109

BASIC INFORMATION

If someone else has requested or authorized the exception you are entering, use the “Approved By” field in the exceptions pop-up window to record this person’s AD ID. Simply begin typing the person’s name and then select the correct name from the list of search results. Your AD ID and the date the exception is entered will automatically be captured by the system.



You can enter any desired notes in the Exception Details field. These notes will display on the audit and **will be visible to students.**

HOW TO: WAIVE A COURSE

Step 1: Click the Exceptions button and select “+/- Number of Required Courses” or “+/- Number of Required Hours”.

⊗ Art History Minor-Art History Courses EXCEPTIONS

This requirement has not been met

✗ Completion of 2 of the specified courses

Complete two courses from the following list:

- [A-H 101](#) - Introduction To Art History
- [A-H 104](#)
- [A-H 105](#) - World Art Before 1600
- [A-H 106](#) - Renaissance To Modern Art

Art History Minor-Art Hist...
 Force Requirement to Completion
+/- Number of Required Courses ←
 Apply or Exclude a Course
 All exceptions
 View all exceptions

⊗ A&S Natural Sciences (BA) EXCEPTIONS

This requirement has not been met

✗ 6.00 or more credit hours

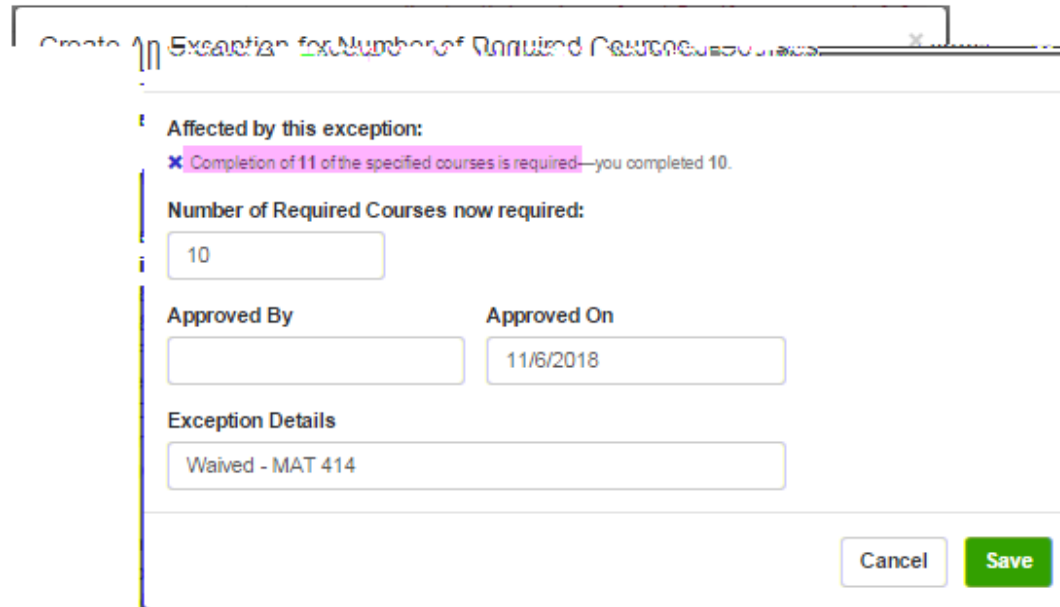
Complete 6 hours from the following list:

- [AST](#) (any AST course)
- [BIO](#) (any BIO course)
- [CHE](#) (any CHE course)
- [EES](#) (any EES course)

A&S Natural Sciences (BA)
 Force Requirement to Completion
 +/- Number of Required Hours ←
 Apply or Exclude a Course
 All exceptions
 View all exceptions

HOW TO: WAIVE A COURSE

Step 2: In the “Number of Required Courses now required” box, enter the number of required courses reduced by the number of courses you want to waive. For example: to waive 1 course, simply reduce the required course count by 1. In the Exception Details field, enter information about the course that has been waived. Click Save.



Create an Exception for Number of Required Courses

Affected by this exception:
 ✘ Completion of 11 of the specified courses is required—you completed 10.

Number of Required Courses now required:

Approved By **Approved On**

Exception Details

If the requirement is looking for a certain number of hours instead of courses, you will perform the same exception by reducing the number of required hours by the amount that would normally be fulfilled by the waived course. For instance: to waive a course worth 3 credit hours, simply reduce the required hours on the requirement by 3. In the Exception Details field, indicate which course was waived. Click Save.

HOW TO: WAIVE A COURSE

After the audit is refreshed, the desired course has now been waived and the requirement is now looking for only 1 further course.

⊗ Art History Minor-Art History Courses ^{*} EXCEPTIONS

This requirement has not been met.

✖ Completion of 1 of the specified courses is required—you completed 0.

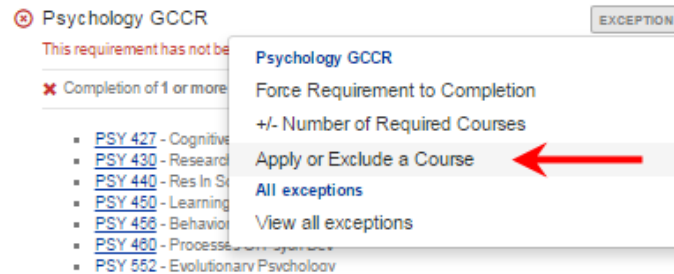
Exception Applied

- The number of the specified courses required is now: **1.00** instead of **2.00**
Exception requested on 8/15/2018 by KLAP222
Approved by klap222 on 8/15/2018
Last modified on 8/15/2018 by KLAP222

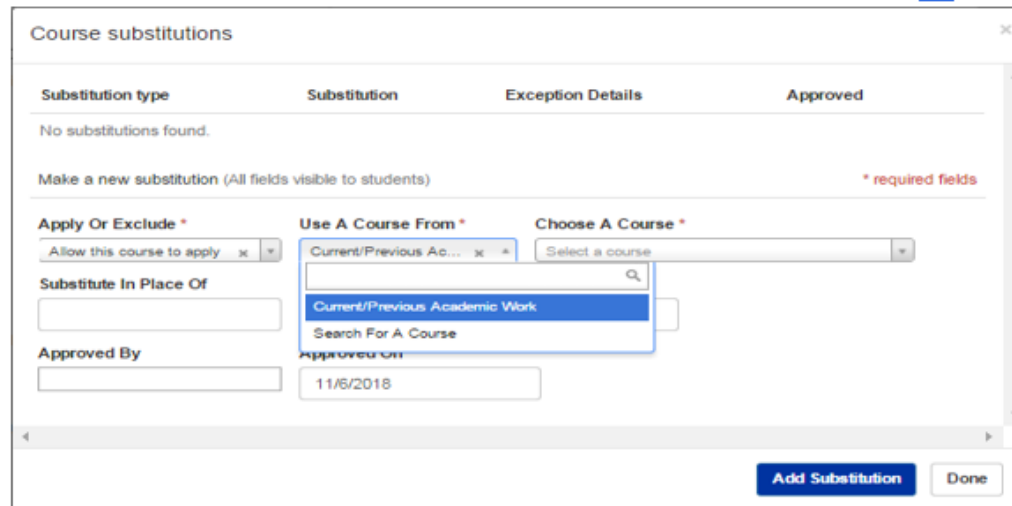
Note: Waived: A-H 101

HOW TO: ALLOW A COURSE TO APPLY TO A REQUIREMENT

Step 1: Click the Exceptions button and select “Apply or Exclude a Course”.



Step 2: Under the “Apply or Exclude” dropdown menu, select “Allow this course to apply”. Then select from either currently registered or previously completed courses by choosing “Current/Previous Academic Work” under the “Use A Course From” dropdown menu. To enter a course that the student has planned or has not yet taken, select “Search For A Course”.

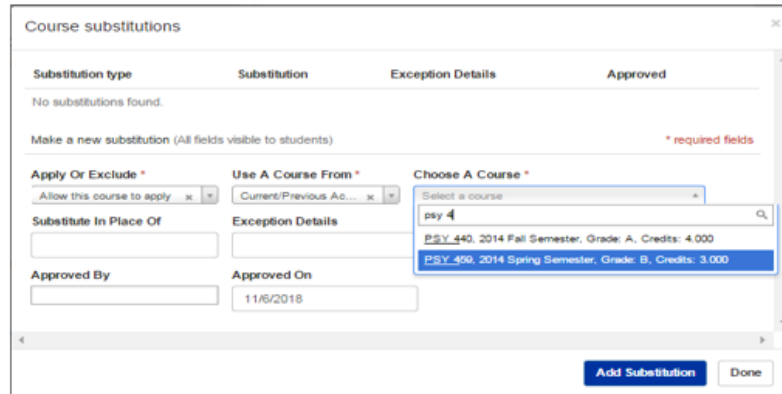

 A screenshot of a 'Course substitutions' form. The form has a table with columns for 'Substitution type', 'Substitution', 'Exception Details', and 'Approved'. Below the table, there is a section for 'Make a new substitution (All fields visible to students)'. This section includes:

- 'Apply Or Exclude *' dropdown menu with 'Allow this course to apply' selected.
- 'Use A Course From *' dropdown menu with 'Current/Previous Academic Work' selected.
- 'Choose A Course *' dropdown menu with 'Select a course' selected.
- 'Substitute In Place Of' text input field.
- 'Approved By' text input field.
- 'Approved On' text input field with the date '11/6/2018'.

 At the bottom right of the form, there are two buttons: 'Add Substitution' and 'Done'.

HOW TO: ALLOW A COURSE TO APPLY TO A REQUIREMENT

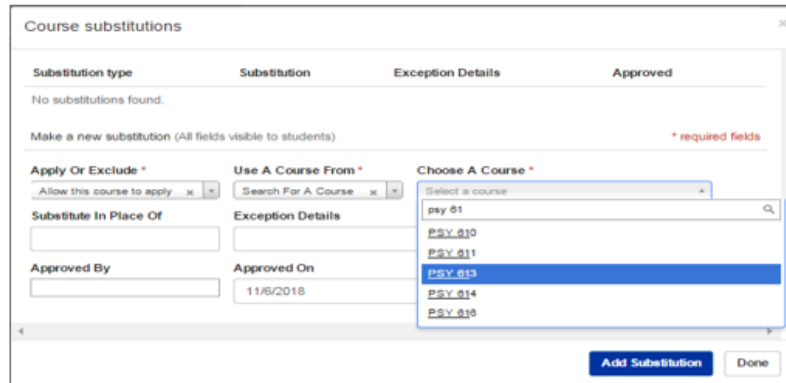
Step 3: If you've selected "Current/Previous Academic Work", you can then select a course from the student's academic work from the next dropdown menu. Each course has information about when it was taken, the grade received, and the number of credits it is worth. You can also search for a course from the student's record by typing the course abbreviation into the search field.



The screenshot shows the 'Course substitutions' form with the following fields and values:

- Substitution type:** Current/Previous Academic Work
- Use A Course From:** Current/Previous Academic Work
- Choose A Course:** Search for 'psy 4' with results:
 - PSY_440, 2014 Fall Semester, Grade: A, Credits: 4.000
 - PSY_460, 2014 Spring Semester, Grade: B, Credits: 3.000
- Apply Or Exclude:** Allow this course to apply
- Substitute In Place Of:** (Empty)
- Exception Details:** (Empty)
- Approved By:** (Empty)
- Approved On:** 11/6/2018

ch If you've selected "Search For A Course", you can begin typing in the course you'd like to add and select it from the search results.




The screenshot shows the 'Course substitutions' form with the following fields and values:

- Substitution type:** Search For A Course
- Use A Course From:** Search For A Course
- Choose A Course:** Search for 'psy 01' with results:
 - PSY_010
 - PSY_011
 - PSY_013
 - PSY_014
 - PSY_016
- Apply Or Exclude:** Allow this course to apply
- Substitute In Place Of:** (Empty)
- Exception Details:** (Empty)
- Approved By:** (Empty)
- Approved On:** 11/6/2018

HOW TO: ALLOW A COURSE TO APPLY TO A REQUIREMENT

Step 4: Add any desired note and then click Add Substitution. You can add any further courses by repeating this process, or click Done. After a refresh, the course is now applying to the requirement.

 Psychology GCCR EXCEPTIONS
 This requirement has been met—[hide details](#).
 ✓ Completion of 1 or more of the specified courses is required—you completed 1.

Exception Applied

The following items may now apply towards this requirement:

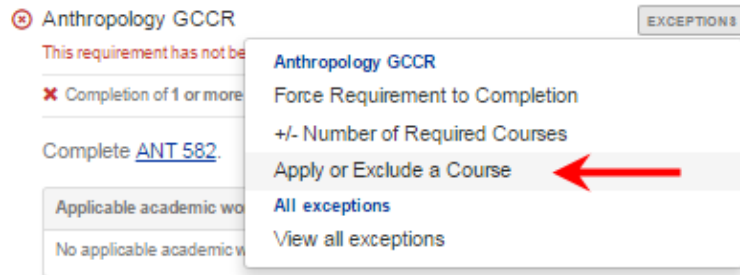
- PSY 459**
 Substitution requested on 11/6/2018 by KLAP222
 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

- [PSY 427](#) - Cognitive Processes
- [PSY 430](#) - Research In Personality
- [PSY 440](#) - Res In Social Psych
- [PSY 450](#) - Learning
- [PSY 455](#) - Behavioral Neuroscience
- [PSY 460](#) - Processes Of Psych Dev
- [PSY 552](#) - Evolutionary Psychology

Applicable academic work						
Course	Section	Description	Grade	Credits	Transfer?	
✓ PSY 459	001	Drugs And Behavior	B	3.00		Details

HOW TO: SUBSTITUTE ONE COURSE IN PLACE OF ANOTHER

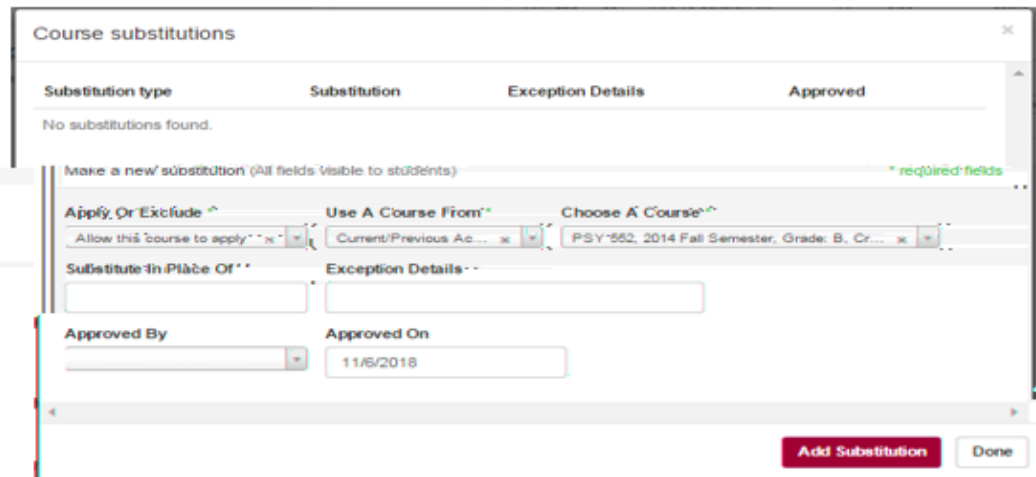
Step 1: Click the Exceptions button and select “Apply or Exclude a Course”.



Anthropology GCCR EXCEPTIONS
 This requirement has not been met.
 ✖ Completion of 1 or more courses.
 Complete [ANT 582](#).
 Applicable academic work: No applicable academic work.
 No applicable academic work.

- Anthropology GCCR
- Force Requirement to Completion
- +/- Number of Required Courses
- Apply or Exclude a Course ←
- All exceptions
- View all exceptions

Step 2: Under the “Apply or Exclude” dropdown menu, select “Allow this course to apply”. Then select either “Current/Previous Academic Work” or “Search For A Course” under the “Use A Course From” dropdown menu. Select or enter the course you would like to allow to substitute.



Course substitutions

Substitution type	Substitution	Exception Details	Approved
No substitutions found.			

Make a new substitution (All fields visible to students) * required fields

Apply Or Exclude: Allow this course to apply
 Use A Course From: Current/Previous Academic Work
 Choose A Course: PSY 562, 2014 Fall Semester, Grade: B, Cr...

Substitute in Place Of:
 Exception Details:

Approved By:
 Approved On: 11/6/2018

HOW TO: SUBSTITUTE ONE COURSE IN PLACE OF ANOTHER



Step 3: In the “Substitute In Place Of” box, enter the course you are substituting for. Add any desired notes, then click Add Substitution. If you are finished, click Done.


Course substitutions ✕

Substitution type	Substitution	Exception Details	Approved
No substitutions found.			
* required fields			
Make a new substitution (All fields visible to students)			
Apply Or Exclude * <input type="text" value="Allow this course to apply"/> ✕	Use A Course From * <input type="text" value="Current/Previous Ac..."/> ✕	Choose A Course * <input type="text" value="PSY 552, 2014 Fall Semester, Grade: B, Cr..."/> ✕	
Substitute In Place Of <input type="text" value="ANT 582"/>	Exception Details <input type="text"/>		
Approved By <input type="text"/>	Approved On <input type="text" value="11/6/2018"/>		
<input type="button" value="Add Substitution"/>		<input type="button" value="Done"/>	

HOW TO: SUBSTITUTE ONE COURSE IN PLACE OF ANOTHER

After the audit has been refreshed, the selected course is now applying in place of a required course.

 Anthropology GCCR  EXCEPTIONS
 This requirement has been met—[hide details](#)

 Completion of 1 or more of the specified courses is required—you completed 1.


Exception Applied

The following items may now apply towards this requirement:

- PSY 552 in place of ANT 582**
 Substitution requested on 11/8/2018 by KLAP222
 on 11/8/2018
 Last modified on 11/8/2018 by KLAP222

Complete [ANT 582](#).

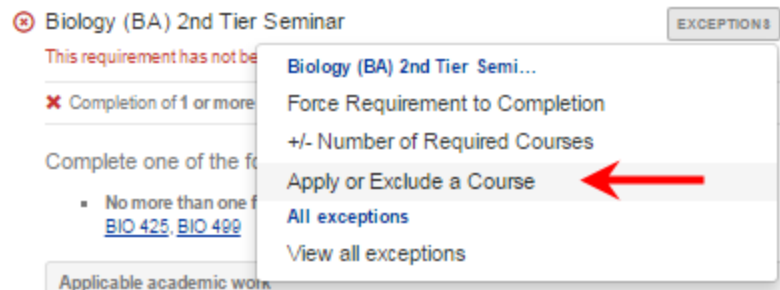
Applicable academic work

Course	Section	Description	Grade	Credits	Transfer?
 PSY 552	001	Animal Behavior	B	4.00	Details

HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

As in the previous exception, you will be selecting a course to substitute for another course. In this case, however, you will need to enter two separate course substitutions followed by an exception to *increase* the number of hours or courses required.

Step 1: Click the Exceptions button and select “Apply or Exclude a Course”.



The screenshot shows a web interface for course requirements. At the top, there is a header for "Biology (BA) 2nd Tier Seminar" with an "EXCEPTIONS" button to its right. Below the header, there is a red error message: "This requirement has not been met". Underneath, a red 'X' icon is followed by the text "Completion of 1 or more". Below that, it says "Complete one of the following" and lists a sub-item: "No more than one from BIO 425, BIO 499". At the bottom of the visible area, it says "Applicable academic work". A dropdown menu is open, showing several options: "Biology (BA) 2nd Tier Semi...", "Force Requirement to Completion", "+/- Number of Required Courses", "Apply or Exclude a Course" (highlighted with a red arrow), "All exceptions", and "View all exceptions".

HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

Step 2: Select the courses you would like to substitute for the required course. You will need to do this twice to substitute 2 courses for 1 course. Add the first substitution as in the previous How To, and click Add Substitution. Repeat the process for the second course and then click Done.

Course substitutions ✕

Substitution type	Substitution	Details	Approved
Allow this course to apply	ABT 101 Introduction To Biotec... In place of BIO 425		11/6/2018 12:00:00 AM Remove

Make a new substitution (All fields visible to students) * required fields

Apply Or Exclude *

Use A Course From *

Choose A Course *

Substitute In Place Of

Exception Details

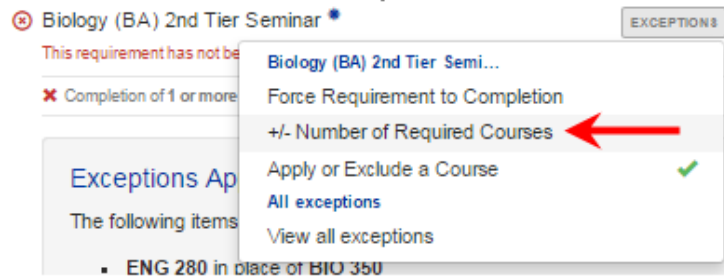
Approved By

Approved On

Add Substitution
Done

HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

Step 3: Next you will need to increase the number of required courses or hours in order to account for the extra course you have applied toward the requirement. To do this, click the Exceptions button and select “+/- Number of Required Courses”.



Step 4: In this case, you will need to increase the number of required courses by 1 to account for the extra course. Since this requirement is looking for 1 course, enter 2 in the “Number of Required Courses now required” box. Click Save.

The screenshot shows a dialog box titled "Create An Exception for Number of Required Courses" with a close button (X) in the top right corner. The dialog contains the following information:

- Affected by this exception:** A red error icon followed by the text "Completion of 1 or more of the specified courses is required—you completed 0."
- Number of Required Courses now required:** A text input field containing the number "2".
- Approved By:** A dropdown menu.
- Approved On:** A date input field containing "11/6/2018".
- Exception Details:** A large empty text area.

 At the bottom right of the dialog, there are two buttons: "Cancel" and "Save".

HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

After a refresh, the two courses are now correctly applying in place of one course.

✔ **Biology (BA) 2nd Tier Seminar** EXCEPTIONS
 This requirement has been met—[hide details](#).

✔ Completion of 2 or more of the specified courses is required—you completed 2.

Exception Applied

- The number of the specified courses required is now: 2.00 instead of 1.00**
 Exception requested on 11/6/2018 by KLAP222 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

Exceptions Applied

The following items may now apply towards this requirement:

- ENG 280 in place of BIO 425**
 Substitution requested on 11/6/2018 by KLAP222 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222
- ABT 101 in place of BIO 425**
 Substitution requested on 11/6/2018 by KLAP222 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

Complete one of the following seminars.

- No more than one from this group:
[BIO 425](#), [BIO 420](#)

Applicable academic work

Course	Section	Description	Grade	Credits	Transfer?
✔ ABT 101	001	Introduction To Biotec...	A	1.00	Details
✔ ENG 281	210	Introduction To Film	B	3.00	Details

HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

As in the previous exceptions, you will be selecting a course to substitute for another course. In this case, however, you will be substituting one course for two courses. To do this, you will need to click the "Apply or Exclude a Course" button and select "Apply or Exclude a Course".

Step 1: Click the Exceptions

The screenshot shows a web interface for course requirements. A dropdown menu is open, showing several options. A blue arrow points to the "Apply or Exclude a Course" option. The menu items are: "Biology (BA) 1st Tier Core", "Force Requirement to Completion", "+/- Number of Required Courses", "Apply or Exclude a Course", "All exceptions", and "View all exceptions".

- ⊕ Biology (BA) 1st Tier Core
- This requirement has not been completed
- ✖ Completion of 2 or more courses
- Complete the following
- BIO 303 - Introduction to Biology
- BIO 304 - Principles of Biology
- Applicable academic work

EXCEPTIONS

- Biology (BA) 1st Tier Core
- Force Requirement to Completion
- +/- Number of Required Courses
- Apply or Exclude a Course
- All exceptions
- View all exceptions

HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

Step 2: Select the course you would like to substitute for the required courses. Click Add Substitution and then click Done.

Step 3: Next you will need to decrease the number of required courses or hours in order to account for the substitution of one course in place of two courses. To do this, click the Exceptions button and select “+/- Number of Required Courses”.

HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

Step 4: In this case, you will need to decrease the number of required courses by 1 to account for substitution. Since this requirement is looking for 2 courses, enter 1 in the “Number of Required Courses now required” box. Add a note to indicate that one course has been substituted in place of two required courses. Click Save.

Number of Required Courses ✕

ed courses is required—you completed 0.

ow required:

Approved On

Create An Exception for

Affected by this exception:

- ✖ Completion of 2 or more of the specifi

Number of Required Courses n

Approved By

Exception Details

HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

After the audit is refreshed, one course is now correctly applying in place of two courses.

🟢 **Biology (BA) 1st Tier Core** EXCEPTIONS

This requirement has been met—[hide details](#)

✔ Completion of 1 or more of the specified courses is required—you completed 1.

Exception Applied

- The number of the specified courses required is now: **1.00** instead of **2.00**

Exception requested on 11/6/2018 by KLAP222
on 11/6/2018
Last modified on 11/6/2018 by KLAP222

Exception Details: Sub ENS 200 for BIO 303 & BIO 304

Exception Applied

The following items may now apply towards this requirement:

- **ENS 200**
Substitution requested on 11/6/2018 by KLAP222
on 11/6/2018
Last modified on 11/6/2018 by KLAP222

Complete the following two courses.

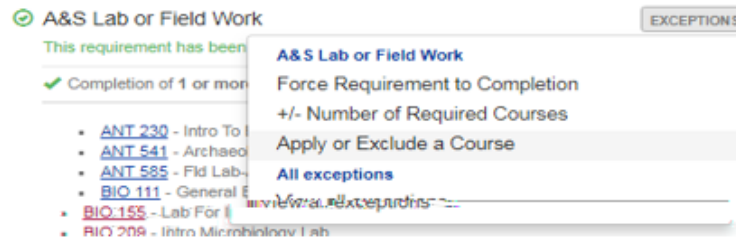
- [BIO 303](#) - Introduction To Evolution
- [BIO 304](#) - Principles Of Genetics

Applicable academic work

Course	Section	Description	Grade	Credits	Transfer?
✔ ENS 200	001	Introduction To Enviro...	B	3.00	Details

HOW TO: EXCLUDE/REJECT A COURSE

Step 1: Click the Exceptions button and select "Apply or Exclude a Course".





Step 2: Under the "Apply or Exclude" dropdown menu, select "Exclude this course" and then select which course you would like to reject/exclude from either the students previous academic work or a course the student has not yet taken. **Choosing a course from previous work will exclude only that specific occurrence of the course while entering a course via course abbreviation will exclude all instances of that course.** Enter any desired note and then click Add Substitution. Enter any further exclusions before clicking Done.

The screenshot shows the 'Course substitutions' form. It has a table with columns: Substitution type, Substitution, Exception Details, and Approved. Below the table, there is a section for 'Make a new substitution (All fields visible to students)'. The 'Apply Or Exclude' dropdown is set to 'Exclude this course'. The 'Use A Course From' dropdown is set to 'Current/Previous Ac...'. The 'Choose A Course' dropdown is set to 'PSY 100, 2012 Fall Semester, Grade: A, Cr...'. There are also fields for 'Substitute In Place Of', 'Exception Details', 'Approved By', and 'Approved On' (set to 11/6/2018). At the bottom right, there are 'Add Substitution' and 'Done' buttons.

HOW TO: EXCLUDE/REJECT A COURSE

After the audit is refreshed, the excluded course will no longer be allowed to apply toward this requirement.

 A&S Lab or Field Work [EXCEPTIONS](#)
 This requirement has been met—[hide details](#)

 Completion of 1 or more of the specified courses is required—you completed 1.

Exception Applied


The following items no longer apply towards this requirement:

- **PSY 100**
 Substitution requested on 11/6/2018 by KLAP222
 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

- [ANT 230](#) - Intro To Bio Anth
- [ANT 541](#) - Archaeolog Meth & Theory
- [ANT 585](#) - Fid Lab-Archeol Research
- [BIO 111](#) - General Biology Lab
- [BIO 155](#) - Lab For Intro Biology I
- [BIO 209](#) - Intro Microbiology Lab
- [CHE 111](#) - General Chemistry Lab I
- [CHE 113](#) - General Chemistry Lab II
- [EES 160](#) - Geology For Teachers
- [EES 220](#) - Prin Of Physical Geology

[Show 10 more items](#)

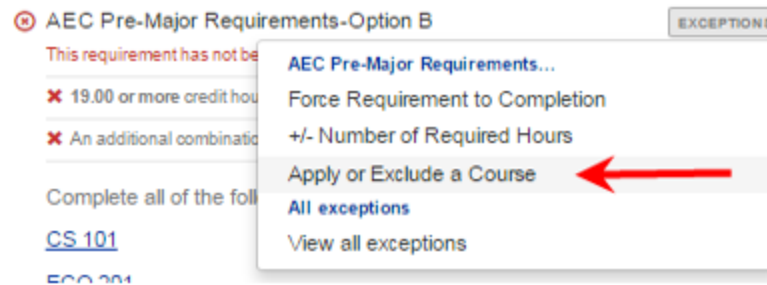
Applicable academic work

Course	Section	Description	Grade	Credits	Transfer?
 ANT 230	002	Intro To Bio Anth	B	3.00	Details

HOW TO: APPLY A DUPLICATED CREDIT COURSE TO A REQUIREMENT

In order to allow duplicated credit courses to apply towards a requirement, you will also have to add the occurrence of the course which holds credit. This is because only the credit-bearing occurrence can actually count toward a requirement – the duplicated occurrence counts for nothing and only serves as a visual indicator that a student has met a program’s GPA requirement.

Step 1: Click the Exceptions button and select “Apply or Exclude a Course”.



HOW TO: APPLY A DUPLICATED CREDIT COURSE TO A REQUIREMENT

Step 2: Under the “Apply or Exclude” dropdown menu, select “Allow this course to apply”. Then select the duplicated occurrence of the course from the student’s “Current/Previous Academic Work”. Click “Add Substitution”. Then repeat this process for the credit-bearing occurrence of the course. Add any desired notes and click “Done”.

Course substitutions ✕

Substitution type	Substitution	Details	Approved
Allow this course to apply	MA 123 Elem Calc & Its Applic...		11/6/2018 12:00:00 AM Remove

Make a new substitution (All fields visible to students) * required fields

Apply Or Exclude *

Allow this course to apply ✕

Use A Course From *

Current/Previous Ac... ✕

Choose A Course *

Select a course

ma 12

MA_123, 2016 Spring Semester, Grade: D, Credits: 4.000

MA_123, 2017 Spring Semester, Grade: C, Credits: 3.000

Substitute In Place Of

Exception Details


Approved By


Approved On


Add Substitution
Done

HOW TO: APPLY A DUPLICATED CREDIT COURSE TO A REQUIREMENT

Step 3: After a refresh, both occurrences of the course are now applying to this requirement. The credit-bearing occurrence is calculating in the major GPA and counting toward the courses/hours for the requirement, and the duplicated occurrence is a visual reminder that the student has achieved the desired grade in the course.

 **AEC Pre-Major Requirements-Option B** EXCEPTIONS
 This requirement has been met—[hide details](#).

 19.00 or more credit hours are required—you completed 19.00 credit hours.

 An additional combination or sequence is required—see description for details.

Exceptions Applied

The following items may now apply towards this requirement:

- **MA 123**
 Substitution requested on 11/6/2018 by KLAP222
 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

Exception Details: Allow duplicated credit MA 123
- **MA 123**
 Substitution requested on 11/6/2018 by KLAP222
 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

HOW TO: ALLOW A COURSE WITH AN UNACCEPTABLE GRADE TO APPLY

On requirements that require the student to achieve a certain grade in a course, you may notice that courses with grades below this acceptable level will appear to apply. However, the courses are only applying for GPA purposes and are not counting toward the requirement itself. For example, in the requirement below, ACC 202 with a grade of D is applying to the requirement but is not factoring into the course count.

⊖ MAT Professional Support Required EXCEPTIONS

This requirement has not been met.

✖ Completion of 5 of the specified courses is required—you completed 4.

Complete the following list of courses with a grade of "C" or better.

- [ACC 201](#) - Financial Accounting I
- [ACC 202](#) - Managerial Uses Of Account...
- [MGT 301](#) - Business Management
- [MKT 300](#) - Marketing Management
- [MKT 320](#) - Retail/Distribution Mgt

Applicable academic work						
Registered						
Course	Section	Description	Grade	Credits	Transfer?	
+ MKT 320	001	Retail/Distribution Mg...	—	3.00		Details
Completed with Success						
Course	Section	Description	Grade	Credits	Transfer?	
✓ ACC 201	008	Financial Accounting I	C	3.00		Details
✓ ACC 202	—	Managerial Uses Of Acc...	D	3.00	✓	Details
✓ MGT 301	001	Business Management	C	3.00		Details
✓ MKT 300	401	Marketing Management	B	3.00		Details

HOW TO: ALLOW A COURSE WITH AN UNACCEPTABLE GRADE TO APPLY

Step 1: To force this course to count toward the requirement, click the Exceptions button and select "Apply or Exclude a Course".



Step 2: Under the Apply or Exclude dropdown menu, select "Allow this course to apply" and then select the course from the student's "Current/Previous Academic Work". Add any desired notes, then click "Add Substitution" and then "Done".


The screenshot shows the 'Course substitutions' form. It has a table with columns: Substitution type, Substitution, Exception Details, and Approved. Below the table, there is a section for 'Make a new substitution (All fields visible to students)'. The form contains the following fields:


- Apply Or Exclude ***: A dropdown menu with 'Allow this course to apply' selected.
- Use A Course From ***: A dropdown menu with 'Current/Previous Academic Work' selected.
- Choose A Course ***: A dropdown menu with 'ACC 202, 2018 Fall Semester, Grade: D, Cr...' selected.
- Substitute In Place Of**: An empty text input field.
- Exception Details**: A text input field containing 'Allow ACC 202 w/ D grade'.
- Approved By**: An empty dropdown menu.
- Approved On**: A text input field containing '11/6/2018'.

At the bottom right of the form are two buttons: 'Add Substitution' and 'Done'.

HOW TO: ALLOW A COURSE WITH AN UNACCEPTABLE GRADE TO APPLY

Step 3: After a refresh, the course is now counting toward the requirement.

 **MAT Professional Support Required** ^{*} EXCEPTIONS
 This requirement has been met—[hide details](#).

 Completion of 5 or more of the specified courses is required—you completed 5.







Exception Applied

The following items may now apply towards this requirement:

- **ACC 202**
 Substitution requested on 11/6/2018 by KLAP222
 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

Complete the following list of courses with a grade of "C" or better:

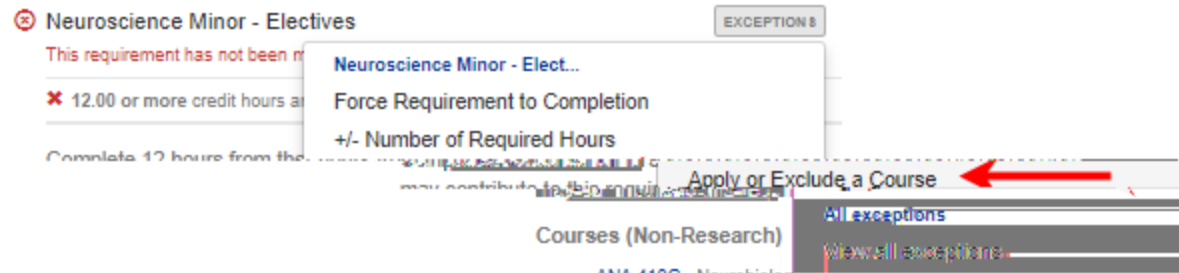
- [ACC 201](#) - Financial Accounting I
- [ACC 202](#) - Managerial Uses Of Account...
- [MGT 301](#) - Business Management
- [MKT 300](#) - Marketing Management
- [MKT 320](#) - Retail/Distribution Mgt

Applicable academic work						
Course	Section	Description	Grade	Credits	Transfer?	
 ACC 201	008	Financial Accounting I	C	3.00		Details
 ACC 202	—	Managerial Uses Of Acc...	D	3.00		Details
 MGT 301	001	Business Management	C	3.00		Details
 MKT 300	401	Marketing Management	B	3.00		Details
 MKT 320	001	Retail/Distribution Mg...	C	3.00		Details

HOW TO: ALLOW A COURSE TO SATISFY MULTIPLE REQUIREMENTS

Many programs have behind the scenes “double dipping” restrictions that prevent courses from applying to multiple requirements. You may sometimes want to allow a course to satisfy multiple requirements, in which case you will need to follow the steps below. In this example, we would like a course that is already satisfying the A&S Social Sciences requirement to also count toward the Neuroscience Minor Electives.

Step 1: Click the Exceptions button and select “Apply or Exclude a Course”.



The screenshot shows a web interface for managing requirements. A requirement titled "Neuroscience Minor - Electives" is highlighted with a red circle and an 'x' icon. Below the title, there is a red error message: "This requirement has not been met" and "12.00 or more credit hours are required". A dropdown menu is open, showing options: "Neuroscience Minor - Elect...", "Force Requirement to Completion", and "+/- Number of Required Hours". A red arrow points to the "Apply or Exclude a Course" option in the dropdown menu. Other visible text includes "EXCEPTIONS", "Courses (Non-Research)", and "View all exceptions".

HOW TO: ALLOW A COURSE TO SATISFY MULTIPLE REQUIREMENTS

Step 2: Enter the course you would like to apply and then *uncheck* the double dip restriction checkbox in order to allow the course to satisfy multiple requirements. If this checkbox is checked, the system will prevent the course from satisfying multiple requirements. If this checkbox is unchecked, the system will allow the course to satisfy multiple requirements when that is not the intention.

Course substitutions x

Substitution type	Substitution	Exception Details	Approved
No substitutions found.			

Make a new substitution (All fields visible to students) * required fields

Apply Or Exclude *

Allow this course to apply x

Use A Course From *

Current/Previous Ac... x

Choose A Course *

PSY 440 - Fall 2013 - A - 4.00 x

Substitute In Place Of

Exception Details

Approved By

Approved On

11/20/2018

Uncheck to ignore "double dipping" restrictions

Add Substitution
Done

HOW TO: ALLOW A COURSE TO SATISFY MULTIPLE REQUIREMENTS

Step 3: After the audit is refreshed, the desired course is now applying to both requirements.

A&S Social Sciences (BS) EXCEPTION 1

This requirement has been met—[hide details](#)

✓ 3.00 or more credit hours are required—you completed 4.00 credit hours.

Complete 3 hours from the following.

- [ANT](#) (any ANT course)
- [APP](#) (any APP course)
- [ECO](#) (any ECO course)
- [GEO](#) (any GEO course)
- [GWS](#) (any GWS course)
- [IAS](#) (any IAS course)
- [PS](#) (any PS course)
- [PSY](#) (any PSY course)
- [SOC](#) (any SOC course)
- [A&S 100](#) - Sp Intro Crse:Title Asgn Course title: Matching "grow old/todays world"

[Show 15 more items](#)

- No more than one from this group: [ANT 515](#), [ENG 515](#), [LIN 515](#)
- No more than one from this group: [ANT 516](#), [ENG 516](#), [LIN 516](#)
- No more than one from this group: [ANT 321](#), [JPN 321](#)
- No more than one from this group: [ANT 519](#), [LIN 519](#)
- No more than one from this group: [GEO 334](#), [JPN 334](#)
- No more than one from this group: [GEO 551](#), [JPN 551](#)

Excluding courses from this group:

- [GWS 201](#), [PSY 459](#)

Course	Section	Description	Grade	Credits	Transfer?	
✓ PSY 440	001	Res In Social Psych	A	4.00		Details

Neuroscience Minor - Electives EXCEPTION 1

This requirement has not been met.

✗ 12.00 or more credit hours are required—you completed 7.00 credit hours.

Exception Applied

The following items may now apply towards this requirement:

- **PSY 440**
Substitution entered on 11/20/2018 by KLAP222 on 11/20/2018
Last modified on 11/20/2018 by KLAP222.

Complete 12 hours from the following. Note that up to 6 hours of research courses may contribute to this requirement.

Courses (Non-Research)

- [ANA 410G](#) - Neurobiology Of Brain Diso...
- [ANA 417G](#) - Functional Human Neuroanatomy
- [ANA 442](#) - Molecular And Cellular Neu...
- [ANA 503](#) - Neurobiology Of Cns Injury...
- [ANA 513](#) - Intro To Functioal Mri
- [ANA 780](#) - Sp Topics In Neurobiology
- [BIO 446](#) - Neurophysiology Laboratory
- [BIO 507](#) - Biology Of Sleep And Circa...
- [BIO 535](#) - Compar Neurobio & Behav
- [BIO 638](#) - Developmental Neurobio

[Show 5 more items](#)

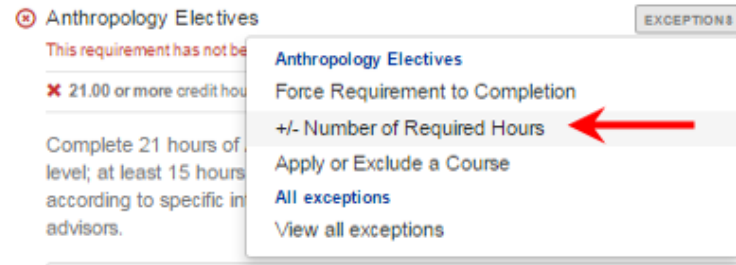
Courses (Research)

- [ANA 394](#) - Ind Res In Neurobiology An...
- [BIO 394](#) - Research In Neuroscience
- [PSY 393](#) - Research In Neuroscience

Course	Section	Description	Grade	Credits	Transfer?	
✓ PSY 440	001	Res In Social Psych	A	4.00		Details
✓ PSY 459	001	Drugs And Behavior	B	3.00		Details

HOW TO: WAIVE THE HOURS REMAINING IN A REQUIREMENT

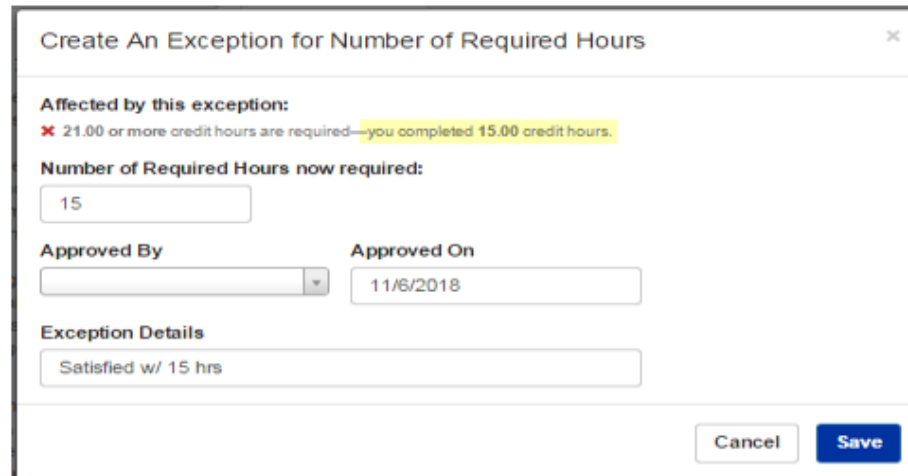
Step 1: Click the Exceptions button and select “+/- Number of Required Hours”.



Anthropology Electives EXCEPTIONS
 This requirement has not been completed.
 ✖ 21.00 or more credit hours are required.
 Complete 21 hours of credit at the college level; at least 15 hours must be completed according to specific instructions from advisors.

- Anthropology Electives
- Force Requirement to Completion
- +/- Number of Required Hours** ←
- Apply or Exclude a Course
- All exceptions
- View all exceptions

Step 2: Under “Number of Required Hours now required”, enter the desired number of hours needed to complete the requirement. In this case, you will enter 15 hours as indicated by the number of hours this student has already completed. Enter any desired notes, then click Save.



Create An Exception for Number of Required Hours ✕

Affected by this exception:
 ✖ 21.00 or more credit hours are required—you completed 15.00 credit hours.

Number of Required Hours now required:

Approved By **Approved On**

Exception Details

HOW TO: WAIVE THE HOURS REMAINING IN A REQUIREMENT

After refresh, this requirement is now showing complete with the number of credit hours you have entered.

✔ Anthropology Electives EXCEPTIONS
 This requirement has been met—[hide details](#)
✔ 15.00 or more credit hours are required—you completed 15.00 credit hours.

Exception Applied

- The number of credit hours required is now: 15.00 instead of 21.00**
 Exception requested on 11/6/2018 by KLAP222 on 11/6/2018
 Last modified on 11/6/2018 by KLAP222

Exception Details: Satisfied w/ 15 hrs

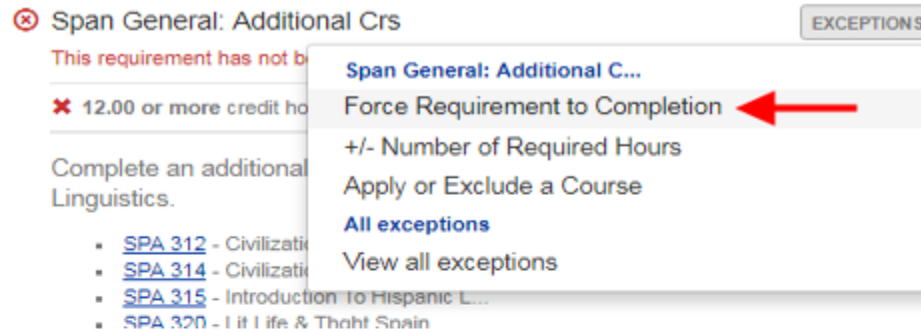
Complete 21 hours of Anthropology elective. No more than 3 hours at the 100 level; at least 15 hours at the 300+ level. The student chooses electives according to specific interests within anthropology and in consultation with advisors.

Applicable academic work

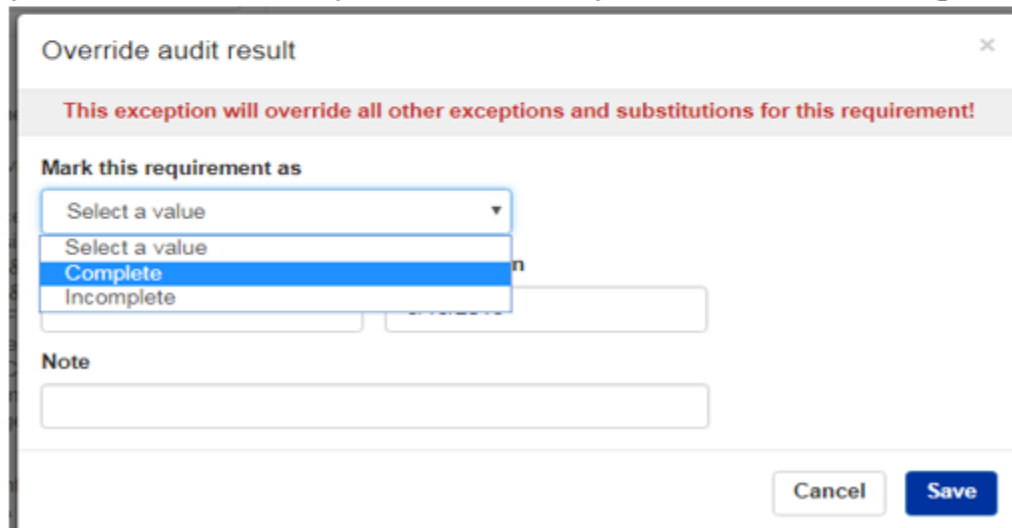
Course	Section	Description	Grade	Credits	Transfer?
✔ ANT 101	402	Intro To Anthropology	A	3.00	Details
✔ ANT 221	220	Native People Of North...	C	3.00	Details
✔ ANT 324	001	Contemp Latin Am Cultu...	B	3.00	Details
✔ ANT 333	001	Contemporary Human Var...	A	3.00	Details
✔ ANT 353	001	Special Topics In Phys...	B	3.00	Details

HOW TO: WAIVE A REQUIREMENT COMPLETELY

Step 1: Click the Exceptions button, and then select "Force Requirement to Completion".





Step 2: From the drop-down menu, select "Complete" to mark the requirement as satisfied/no longer needed.




HOW TO: WAIVE A REQUIREMENT COMPLETELY

Step 3: Enter any desired notes about the exception and then click Save. After the audit is refreshed, this requirement will now show as complete:

 **Span General: Additional Crs** EXCEPTIONS
 This requirement has been met—[hide details](#).

 12.00 or more credit hours are required—you completed 6.00 credit hours.

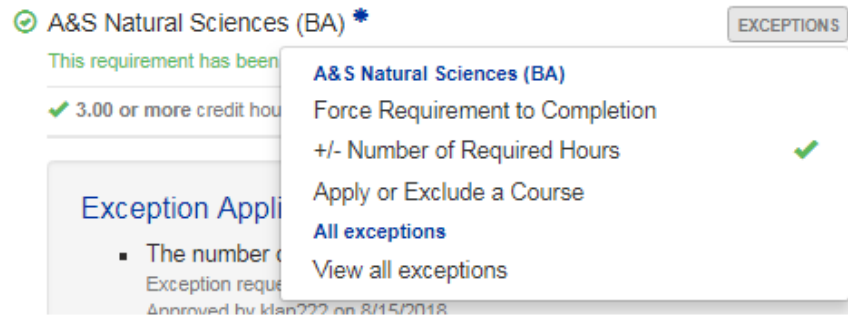
Exception Applied

-  This requirement has been completed by exception
 Override requested on 8/15/2018 by KLAP222
 Approved by Klap222 on 8/15/2018
 Last modified on 8/15/2018 by KLAP222

NOTE: This type of exception should only be used for requirements where no coursework is applying (ex. waiving a required minor) or where all applicable coursework has already been completed. Once a requirement is forced to completion, it **will not** turn back to incomplete if the student happens to drop or fail a currently registered course.

HOW TO: DELETE A PREVIOUSLY ENTERED EXCEPTION

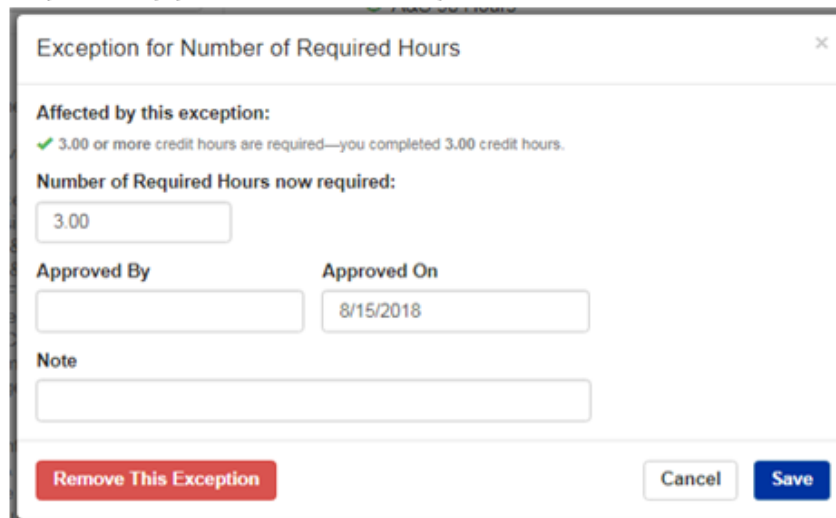
Step 1: Click the Exceptions button and select the type of exception you wish to delete. The green checkmark to the right indicates that an exception of that type has been entered.



A&S Natural Sciences (BA) * EXCEPTIONS
 This requirement has been...
 ✓ 3.00 or more credit hours...
 Exception Applied...
 • The number of...
 Exception required...
 Approved by klan222 on 8/15/2018

A&S Natural Sciences (BA)
 Force Requirement to Completion
 +/- Number of Required Hours ✓
 Apply or Exclude a Course
 All exceptions
 View all exceptions

Step 2: For this type of exception, simply click Remove This Exception.



Exception for Number of Required Hours ×

Affected by this exception:
 ✓ 3.00 or more credit hours are required—you completed 3.00 credit hours.

Number of Required Hours now required:

Approved By **Approved On**

Note

HOW TO: DELETE A PREVIOUSLY ENTERED EXCEPTION

For exceptions under the “Apply or Exclude a Course” area, select the exception you wish to delete and click Remove.

Course substitutions ✕

Substitution type	Substitution	Exception Details	Approved
Allow this course to apply	CLA 210 The Art Of Greece & Ro...		11/6/2018 12:00:00 AM
			Remove

Make a new substitution (All fields visible to students) * required fields

Apply Or Exclude *

Use A Course From *

Choose A Course *

Choose a source first

Substitute In Place Of

Exception Details

Approved By

Approved On

Add Substitution
Done

After refresh, you will see that these exceptions have been deleted.

TROUBLESHOOTING

Why didn't the course I entered apply to the requirement?

Check to see if the course is applying to another area. Many programs have behind the scenes “double dipping” restrictions that prevent courses from applying to multiple requirements. You may need to exclude the course from another area to allow it to apply where you'd like. Or, if you'd like the course to apply to both areas, you'll need to ensure that you've unchecked the double dip restriction box when adding the course to the requirement(s).

The requirement area went complete/turned green before all courses were completed?

Have you entered an exception to allow 2 courses in place of 1? If so, make sure you have altered the number of courses or hours required by this area to reflect the new number the area will need to correctly go complete or else the requirement may show as complete before it should.

The requirement should be complete but it is still red?

Have you incorrectly entered an exception to waive a course? If you used the “exclude a course” function instead of reducing the total numbers of courses or hours required, the requirement will not go complete correctly.

Have you entered an exception to substitute 1 course in place of 2 courses? If so, make sure you have altered the number of courses or hours required by this area to reflect the new number the area will need to correctly go complete or else the requirement may never show as complete.

I waived a course in one requirement, but the exception did not apply to the same course in another requirement?

In order to waive a course from multiple areas of the audit, you will need to repeat your exception in all desired areas. The requirement areas are not linked in any way, so multiple exceptions may be needed. For example: Waiving the same course from a Major Core area and the GCCR area OR Substituting a course for the same course in the Major Core and the GCCR areas.