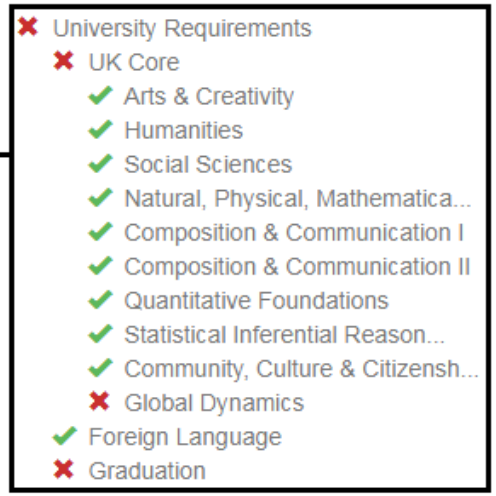
University of Kentucky

HOW TO:

ENTER EXCEPTIONS IN MYUK GPS DEGREE AUDIT

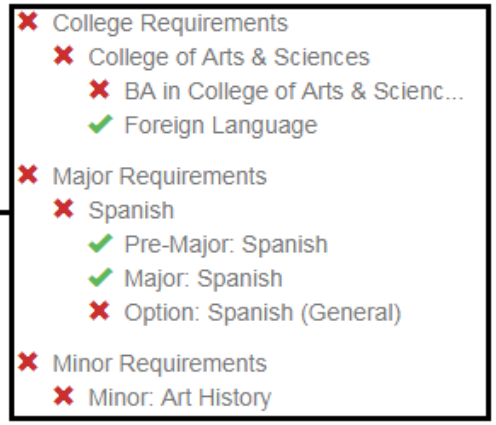
BASIC INFORMATION

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.



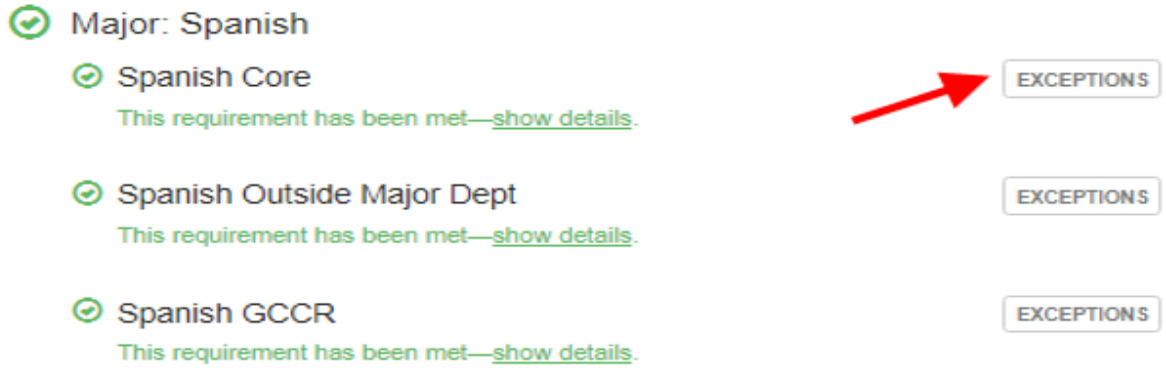
Advisors will now be able to enter exceptions on these areas through GPS degree audits in the myUK portal.

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

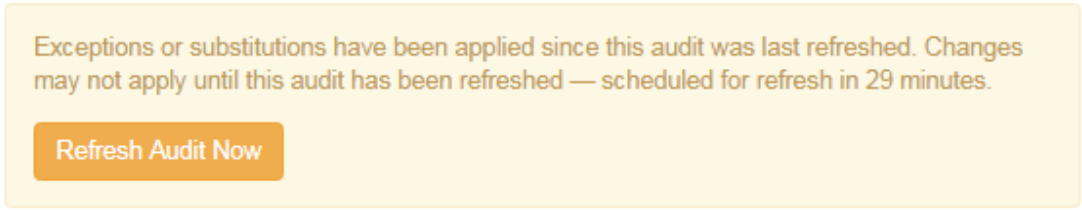


BASIC INFORMATION

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:



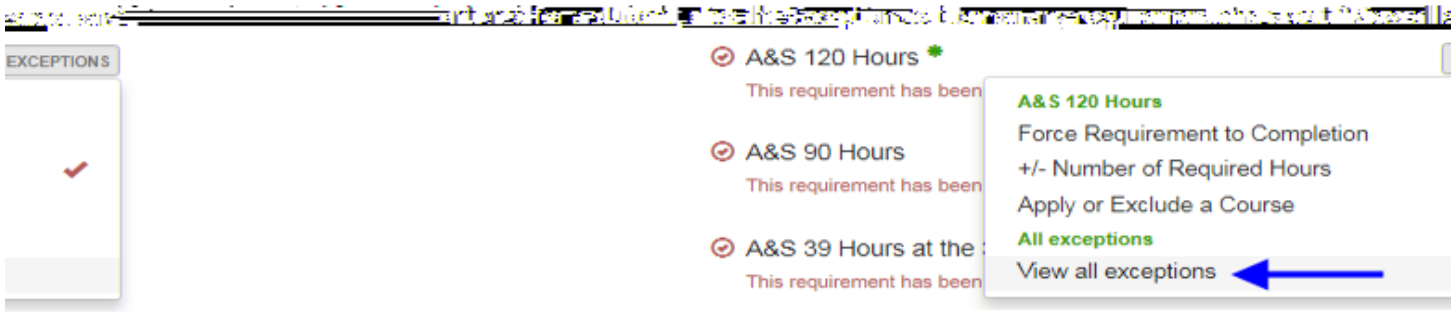
Any time you enter an exception on a student's degree audit and click "Save" or "Done", you will be taken to the top of the page to refresh the audit. Exceptions or changes will not apply until the audit has been refreshed.



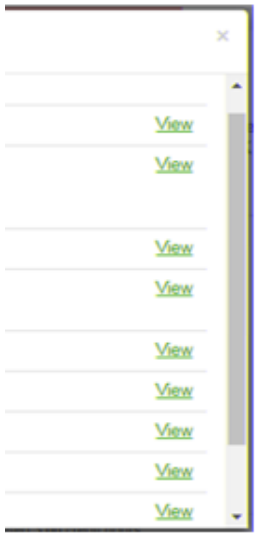
After the audit has refreshed, always check to make sure that your exception worked. If it did not, see common issues under **Exceptions troubleshooting (page 19).**

BASIC INFORMATION

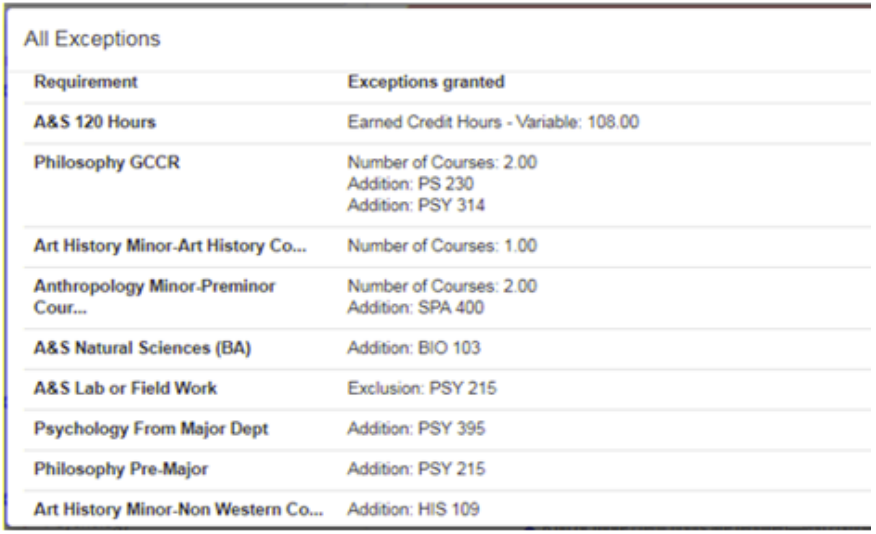
Exceptions will be indicated on the audit by an asterisk (*) next to a requirement. To view all exceptions that have been



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.

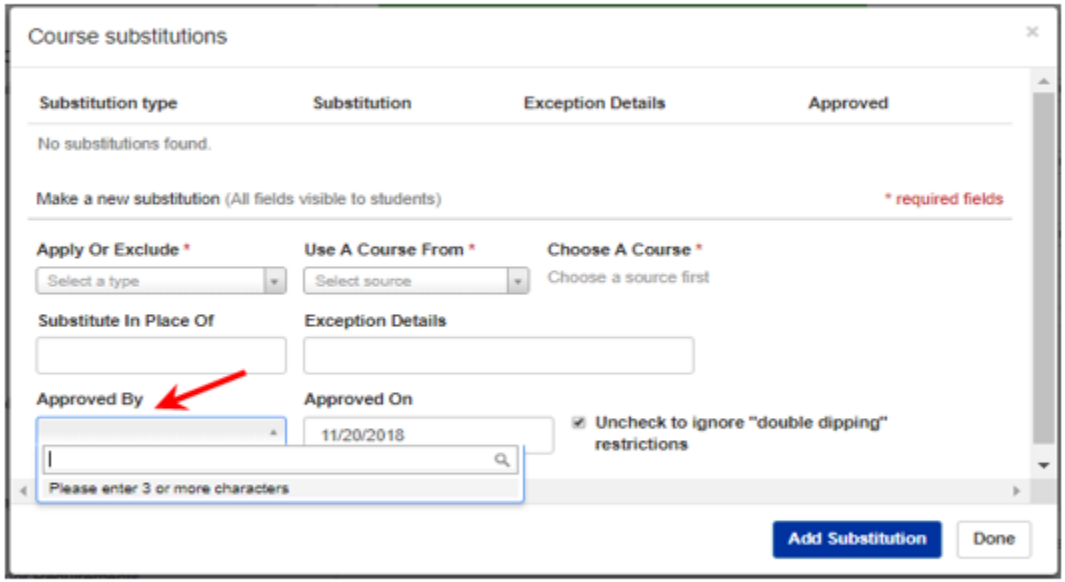


All Exceptions

Requirement	Exceptions granted
A&S 120 Hours	Earned Credit Hours - Variable: 108.00
Philosophy GCCR	Number of Courses: 2.00 Addition: PS 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.

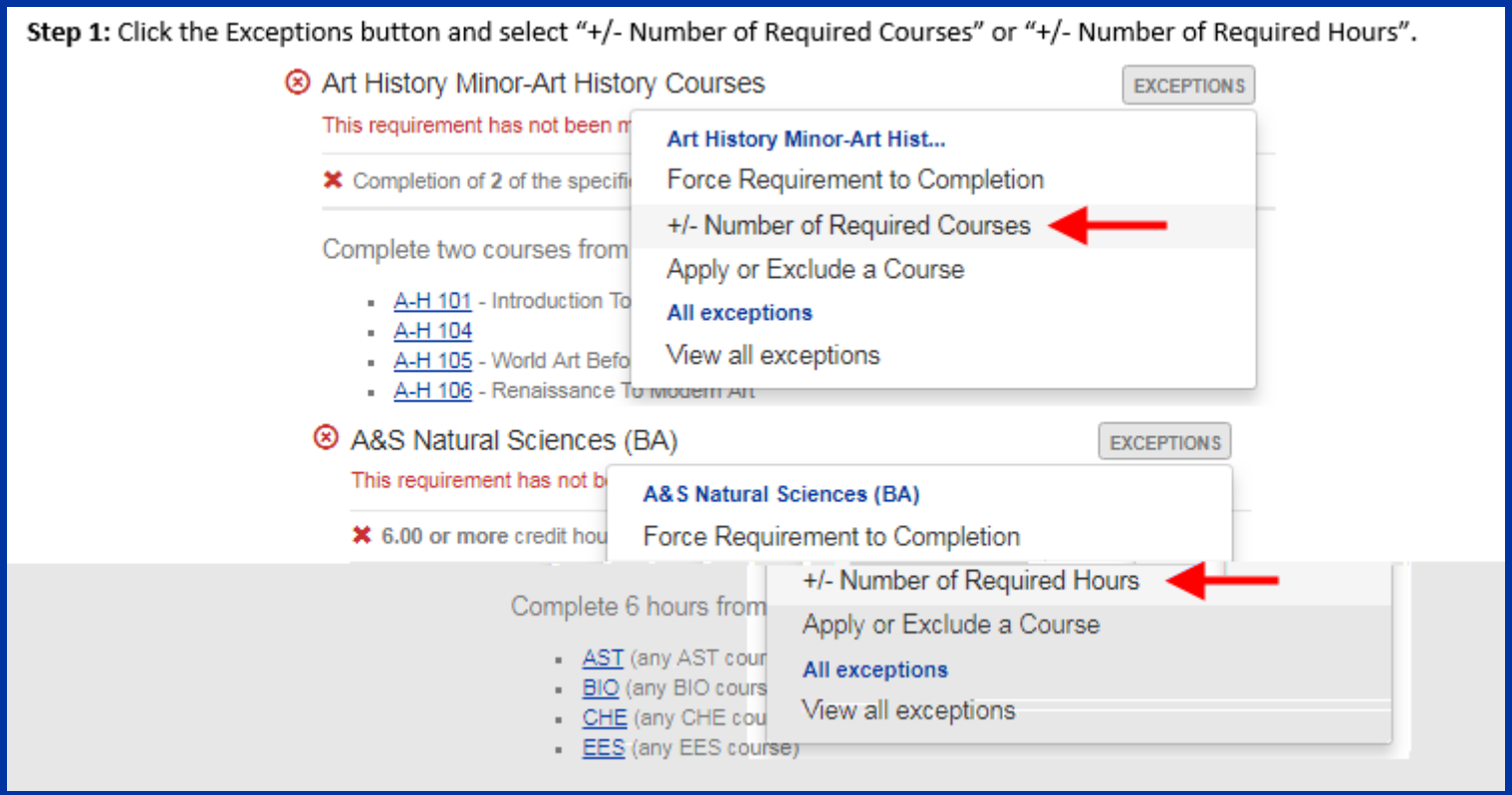


You can enter any desired notes in the Exception Details field. These notes will display on the audit and **will be visible to students.**

University of Kentucky

HOW TO: WAIVE A COURSE

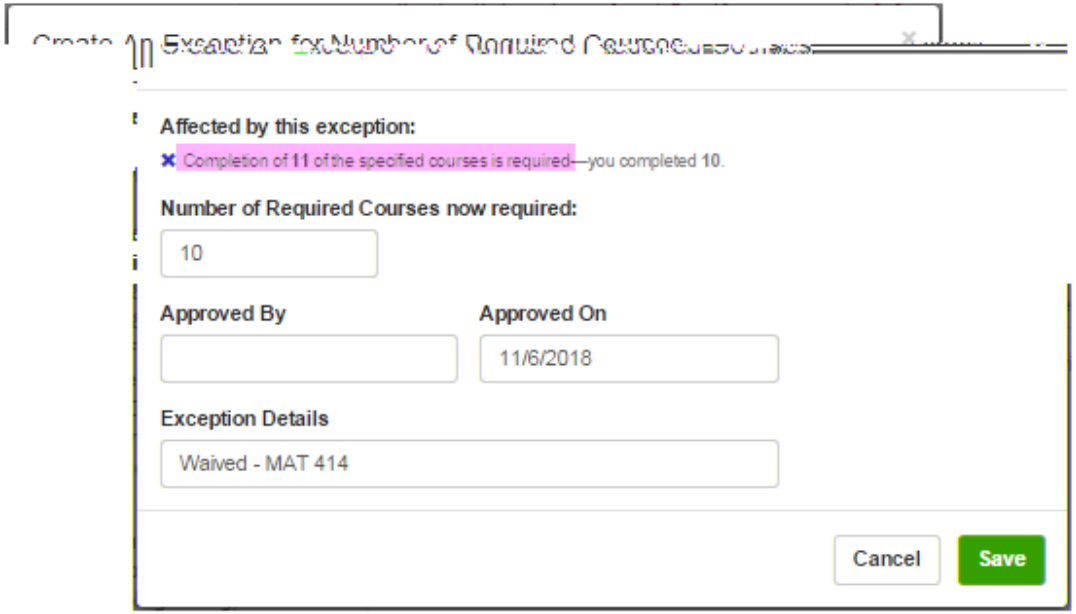
Step 1: Click the Exceptions button and select "+/- Number of Required Courses" or "+/- Number of Required Hours".



Wildly Possible

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.

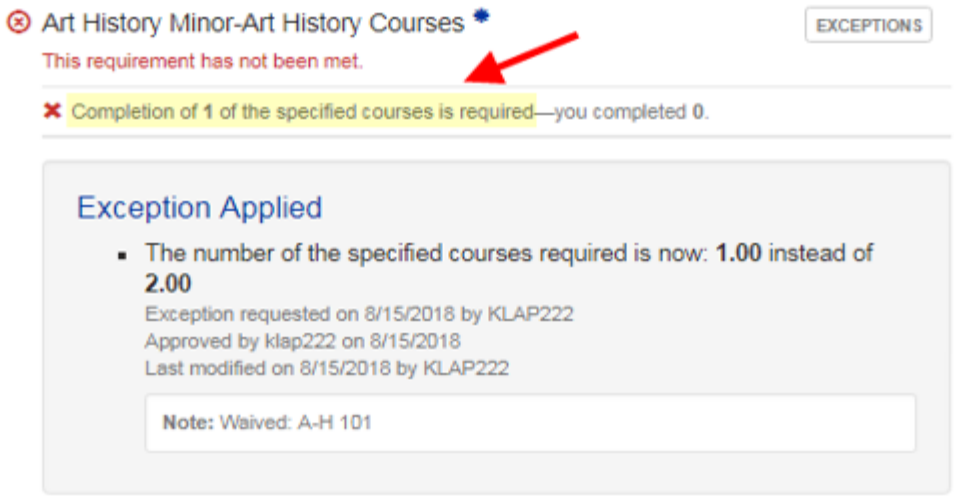


ınce: to
ils field,

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 insta waive a course worth 3 credit hours, simply reduce the required hours on the requirement by 3. In the Exception Deta 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.

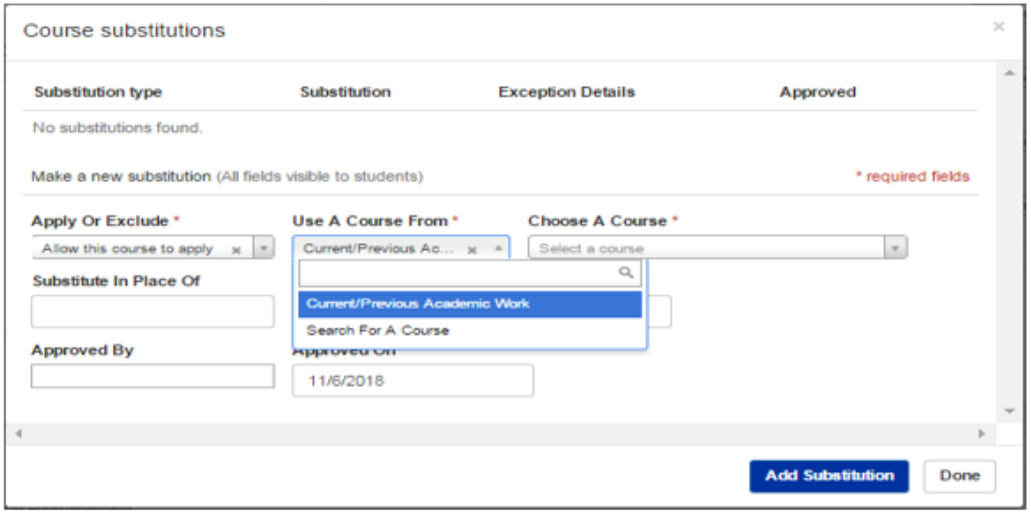


University of Kentucky

HOW TO: ALLOW A COURSE TO APPLY TO A REQUIREMENT

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

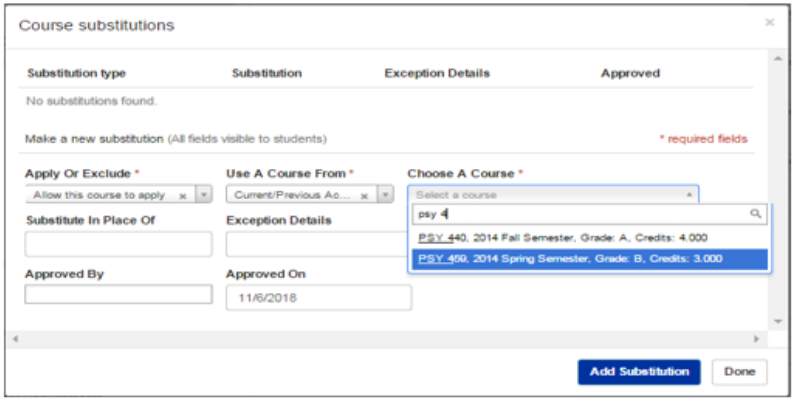
Step 2: Under the "Apply or Exclude" dropdown menu, select "Allow this course to apply". Then select from either currently registered or previously completed courses by choosing "Current/Previous Academic Work" under the "Use A Course From" dropdown menu. To enter a course that the student has planned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



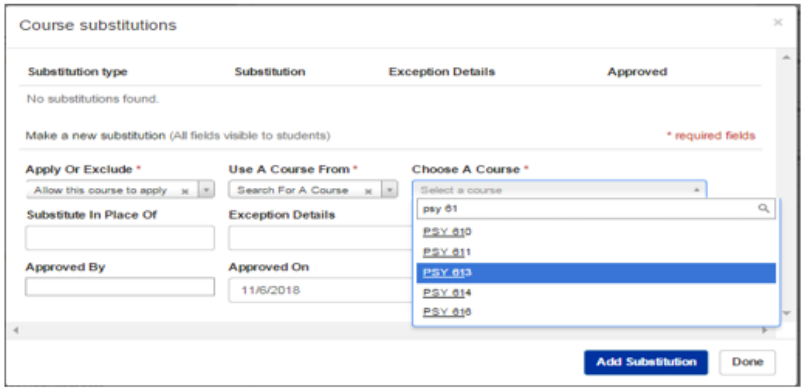
Wildly Possible

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



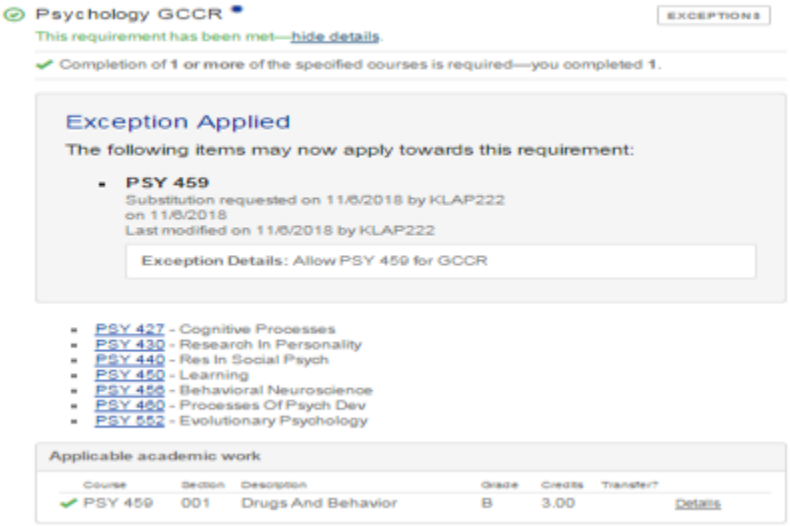
ch If you've selected "Search For A Course", you can begin typing in the course you'd like to add and select it from the searc results.



Wildly Possible

HOW TO: ALLOW A COURSE TO APPLY TO A REQUIREMENT

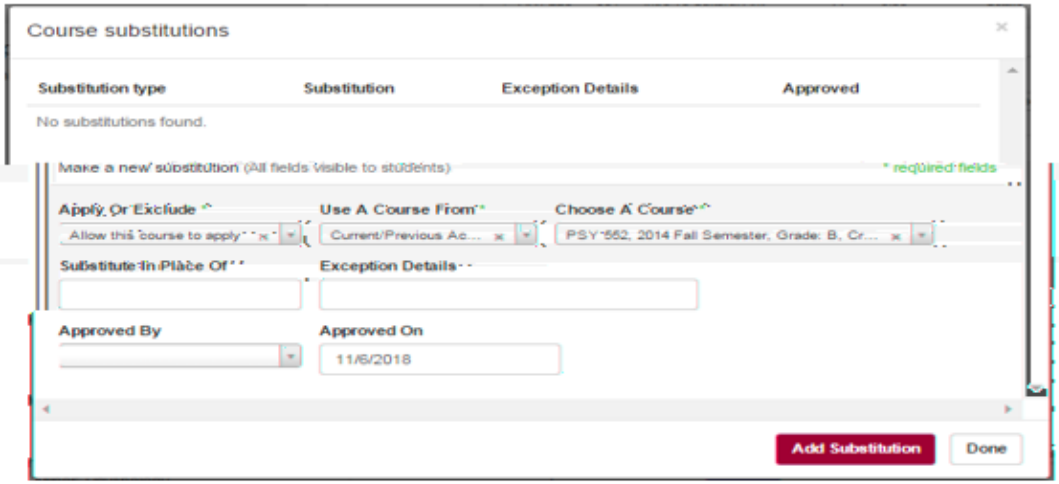
Step 4: Add any desired note and then click Add Substitution. You can add any further courses by repeating this process, or click Done. After a refresh, the course is now applying to the requirement.



HOW TO: SUBSTITUTE ONE COURSE IN PLACE OF ANOTHER

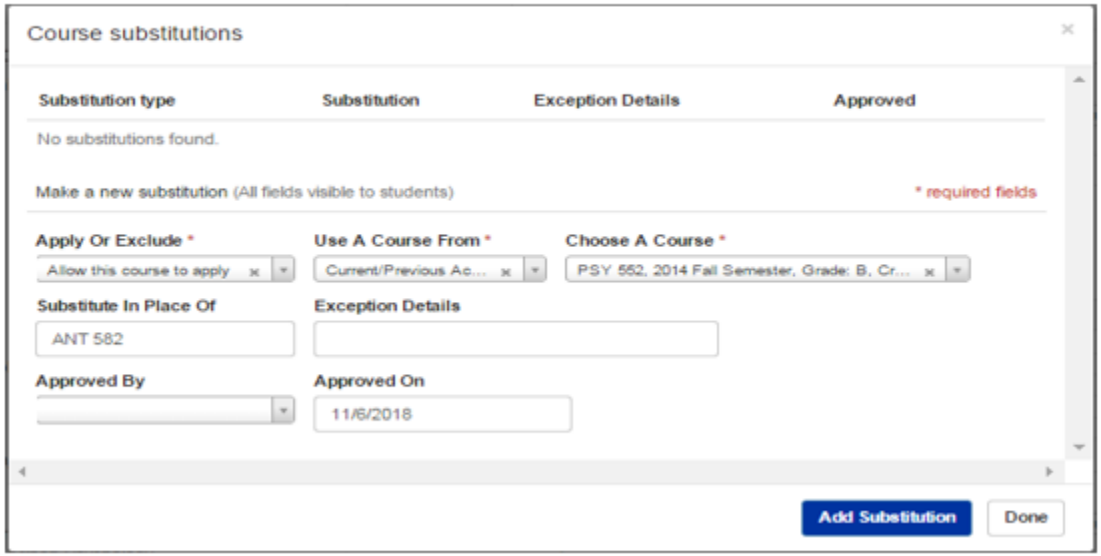
Step 1: Click the Exceptions button and select "Apply or Exclude a Course".

Step 2: Under the "Apply or Exclude" dropdown menu, select "Allow this course to apply". Then select 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.



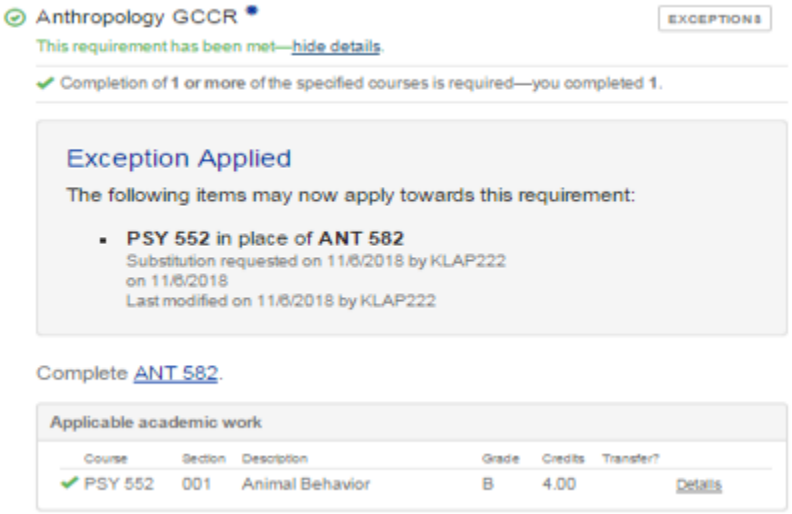
HOW TO: SUBSTITUTE ONE COURSE IN PLACE OF ANOTHER

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.



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.



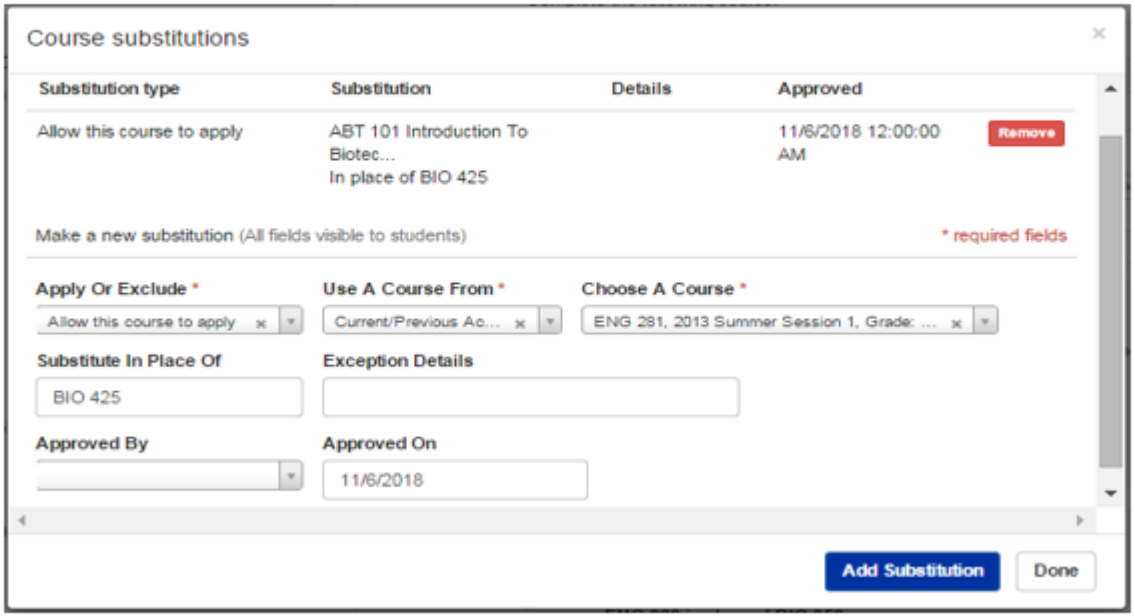
HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

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".

HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

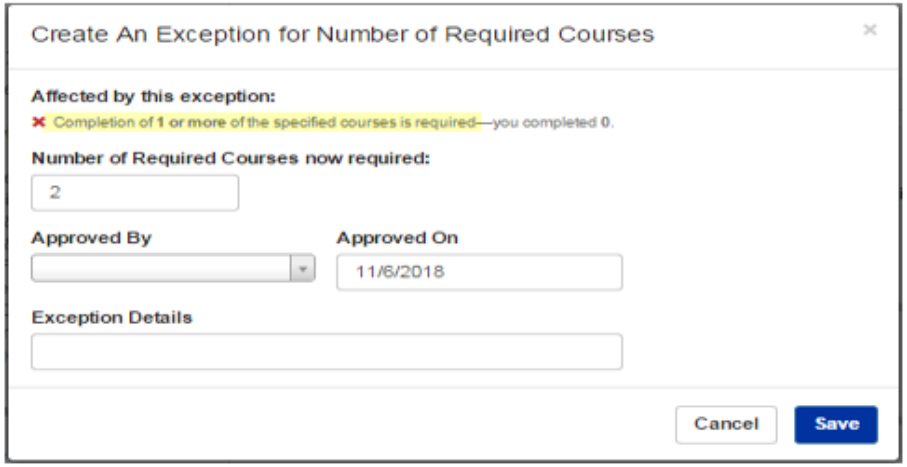
Step 2: Select the courses you would like to substitute for the required course. You will need to do this twice to substitute 2 courses for 1 course. Add the first substitution as in the previous How To, and click Add Substitution. Repeat the process for the second course and then click Done.



HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

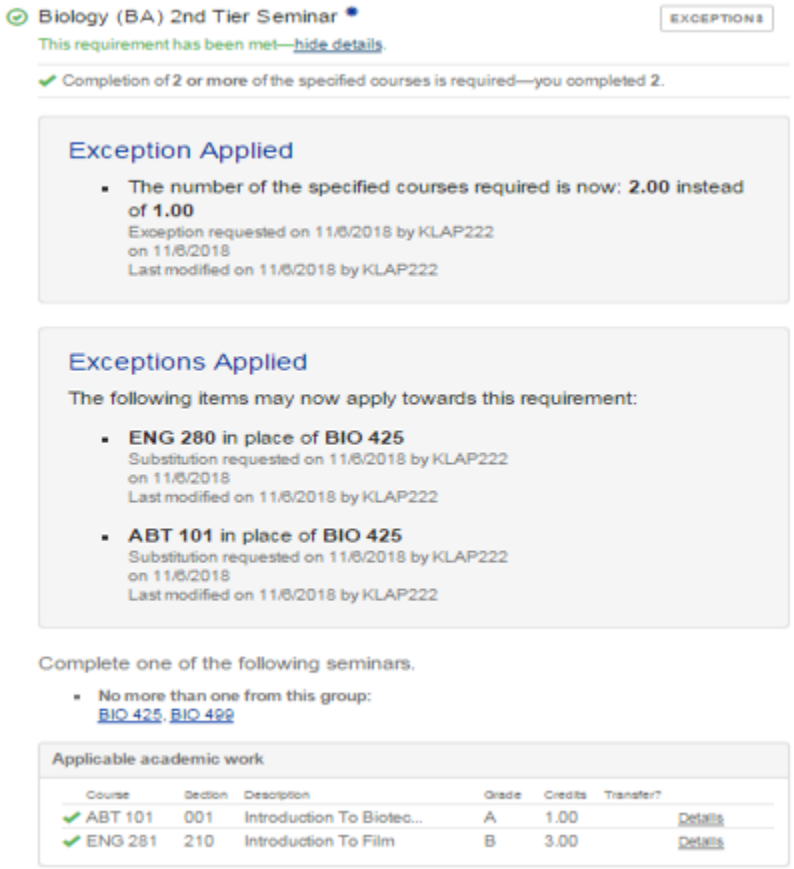
Step 3: Next you will need to increase the number of required courses or hours in order to account for the extra course you have applied toward the requirement. To do this, click the Exceptions button and select "+/- Number of Required Courses".

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.

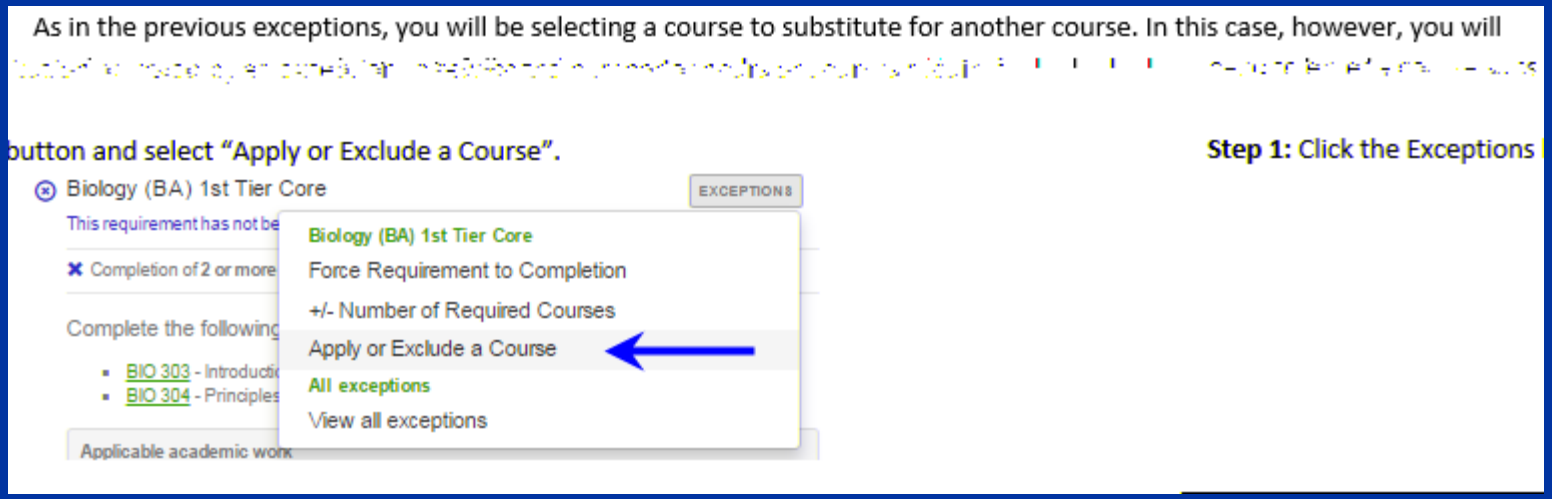


HOW TO: SUBSTITUTE 2 COURSES IN PLACE OF 1 COURSE

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

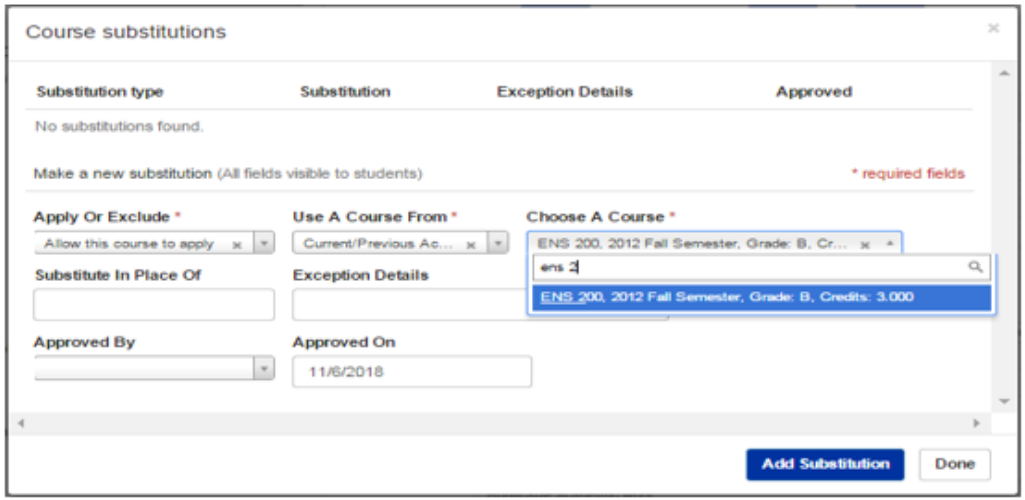


HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

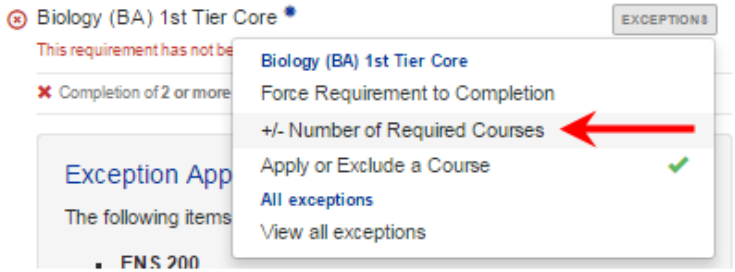


HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

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

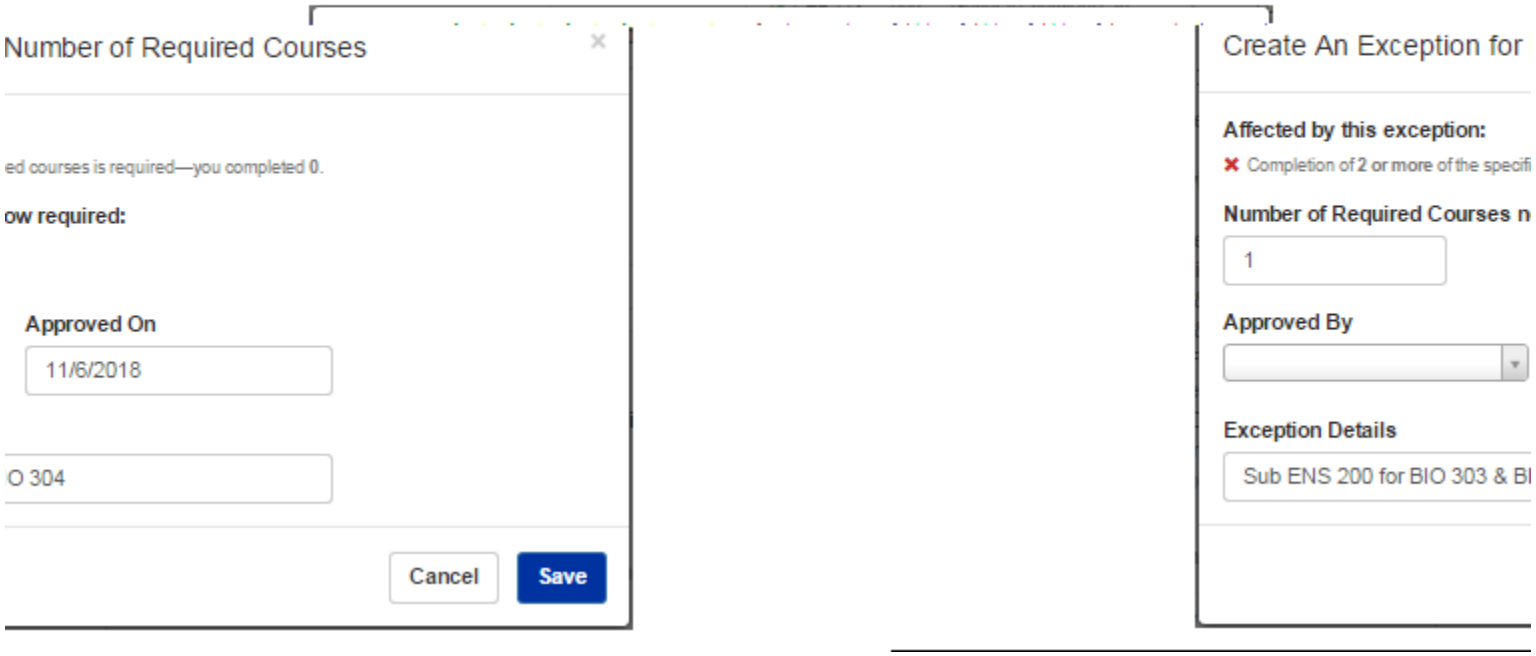


Step 3: Next you will need to decrease the number of required courses or hours in order to account for the substitution of one course in place of two courses. To do this, click the Exceptions button and select "+/- Number of Required Courses".



HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

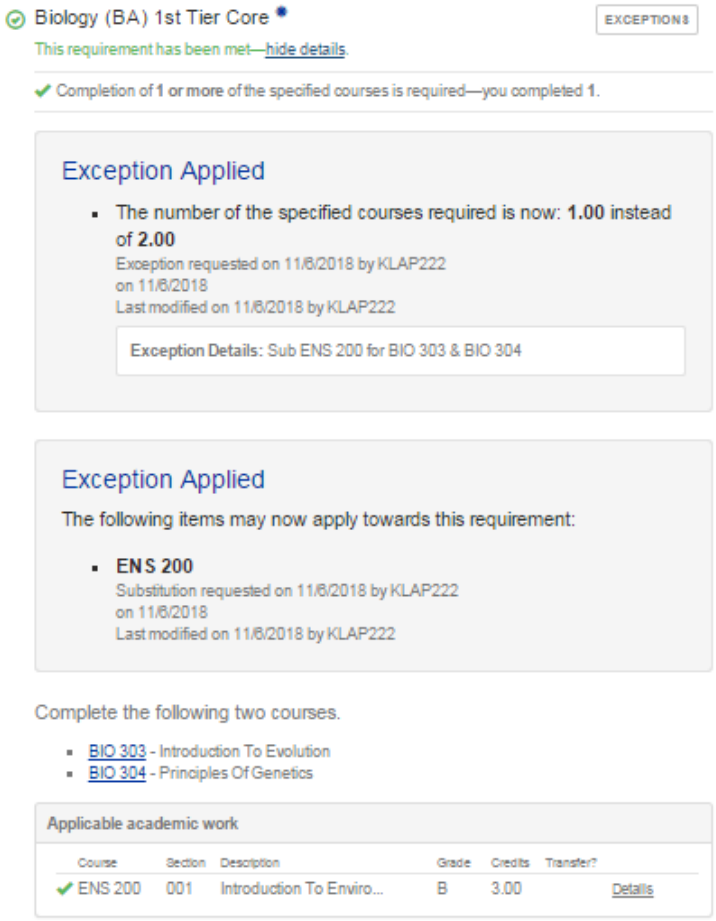
Step 4: In this case, you will need to decrease the number of required courses by 1 to account for substitution. Since this requirement is looking for 2 courses, enter 1 in the "Number of Required Courses now required" box. Add a note to indicate that one course has been substituted in place of two required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



Wildly Possible

HOW TO: SUBSTITUTE 1 COURSE IN PLACE OF 2 COURSES

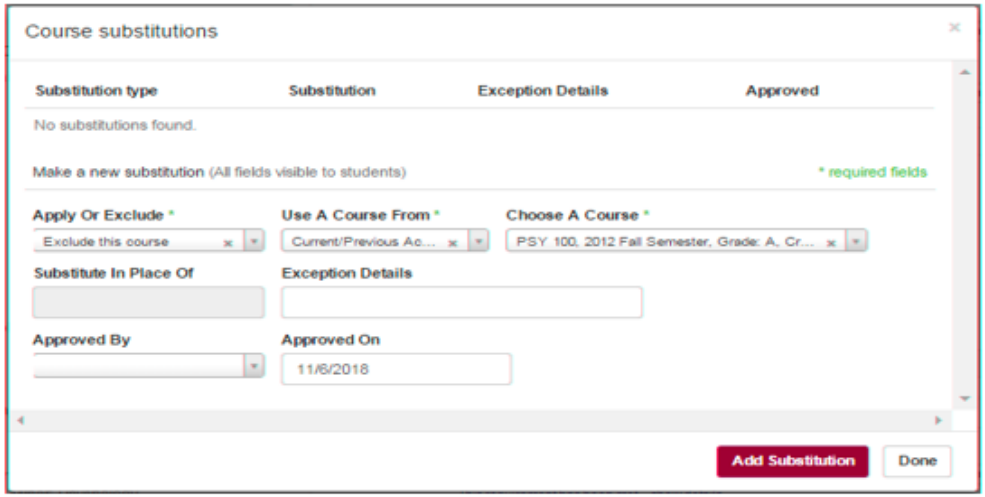
After the audit is refreshed, one course is now correctly applying in place of two courses.



HOW TO: EXCLUDE/REJECT A COURSE

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

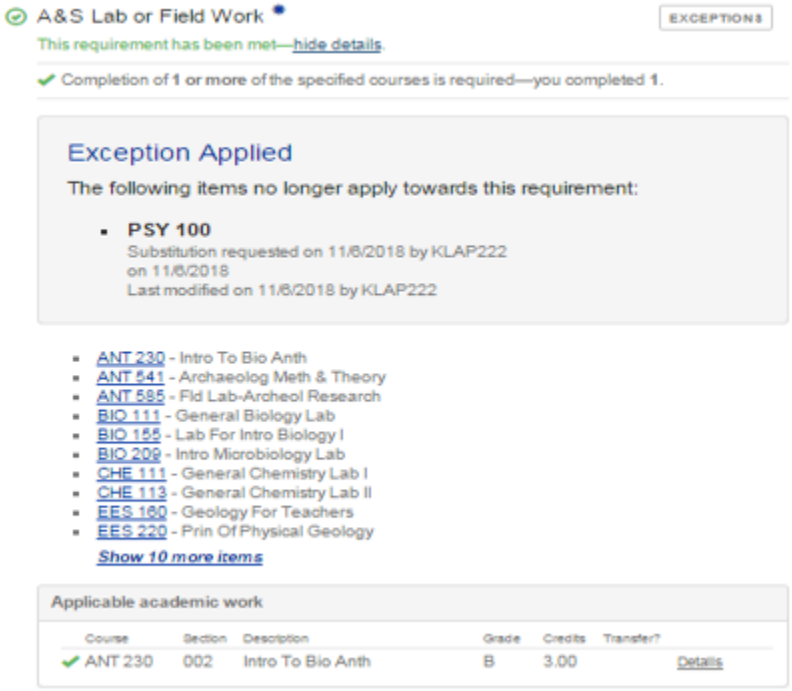
Step 2: Under the "Apply or Exclude" dropdown menu, select "Exclude this course" and then select which course you would like to reject/exclude from either the students previous academic work or a course the student has not yet taken. **Choosing a course from previous work will exclude only that specific 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.



Wildly Possible

HOW TO: EXCLUDE/REJECT A COURSE

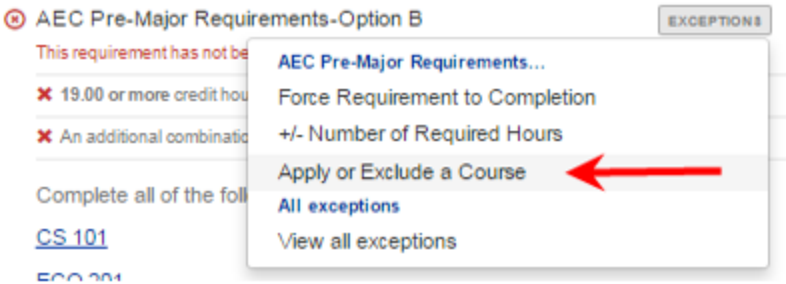
After the audit is refreshed, the excluded course will no longer be allowed to apply toward this requirement.



HOW TO: APPLY A DUPLICATED CREDIT COURSE TO A REQUIREMENT

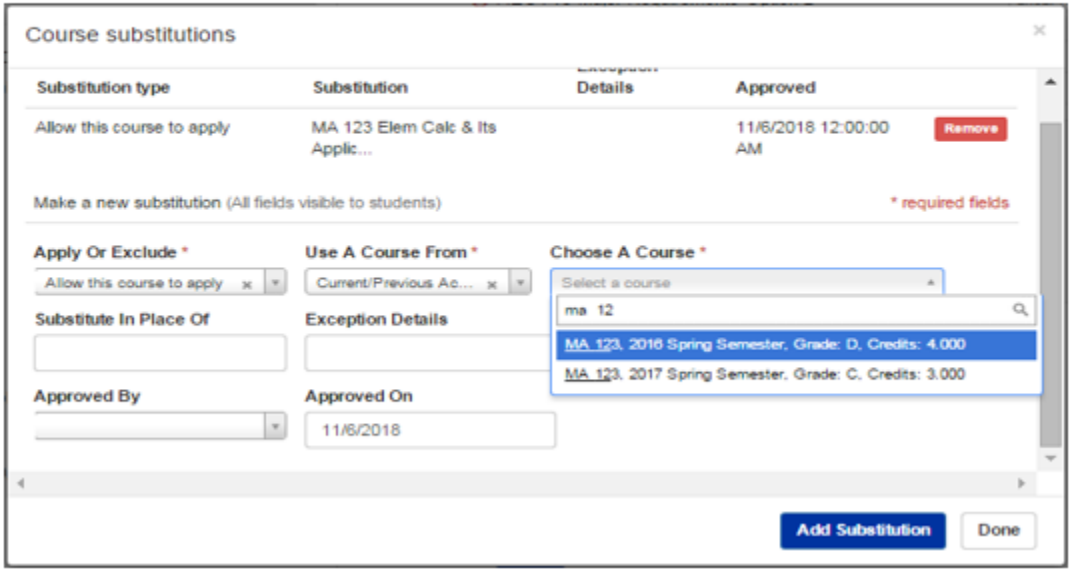
In order to allow duplicated credit courses to apply towards a requirement, you will also have to add the occurrence of the course which holds credit. This is because only the credit-bearing occurrence can actually count toward a requirement – the duplicated occurrence counts for nothing and only serves 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".



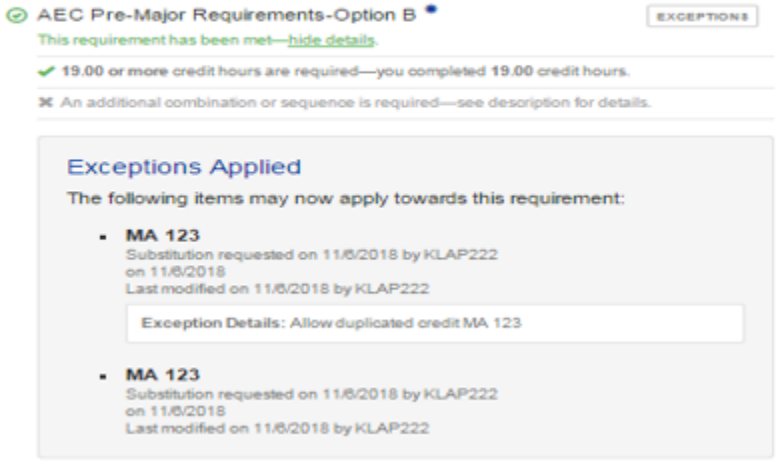
HOW TO: APPLY A DUPLICATED CREDIT COURSE TO A REQUIREMENT

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".



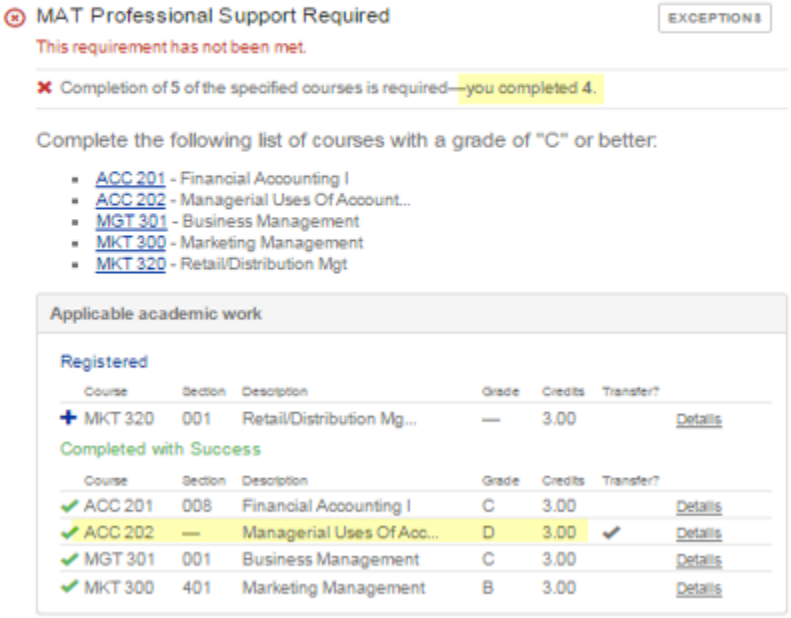
HOW TO: APPLY A DUPLICATED CREDIT COURSE TO A REQUIREMENT

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.



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

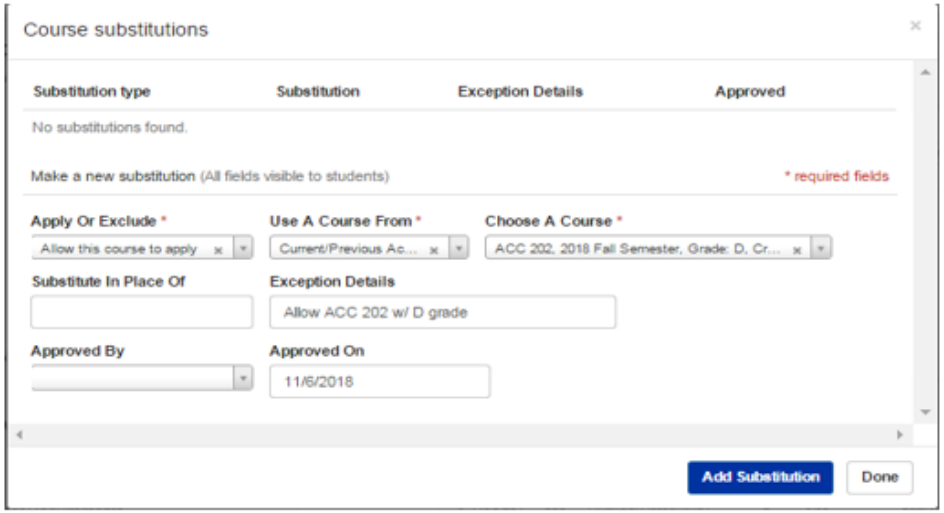
On requirements that require the student to achieve a certain grade in a course, you may notice that courses with grades below this acceptable level will appear to apply. However, the courses are only applying for GPA purposes and are not counting toward the requirement itself. For example, in the requirement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



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".

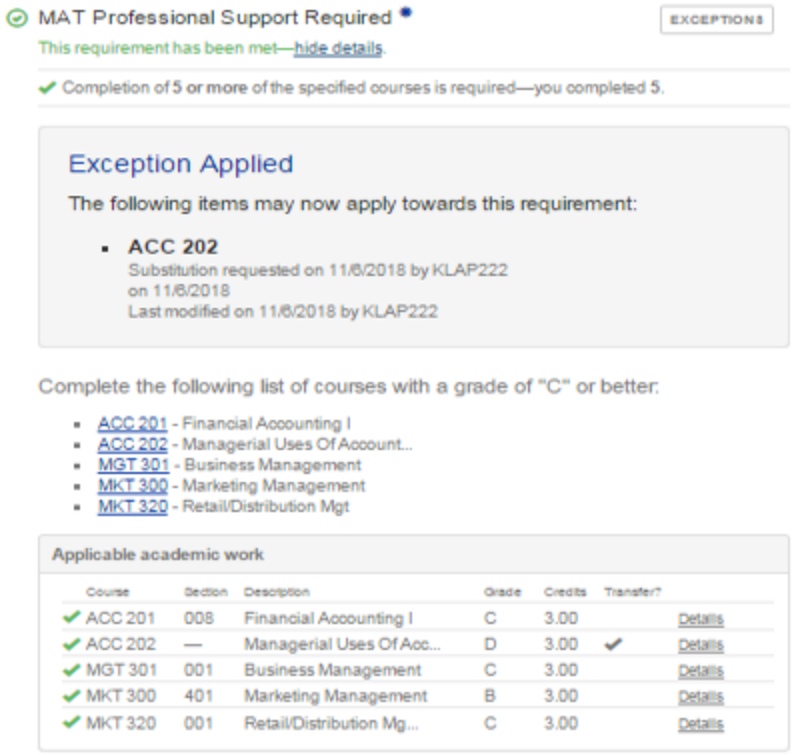
Step 2: Under the Apply or Exclude dropdown menu, select "Allow this course to apply" and then select the course from the student's "Current/Previous Academic Work". Add any desired notes, then click "Add Substitution" and then "Done".



Wildly Possible

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

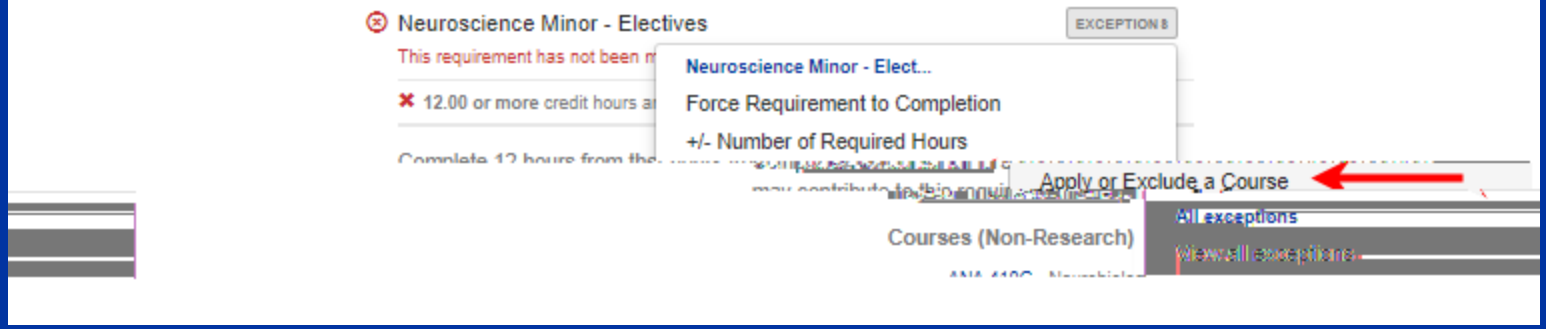
Step 3: After a refresh, the course is now counting toward the requirement.



HOW TO: ALLOW A COURSE TO SATISFY MULTIPLE REQUIREMENTS

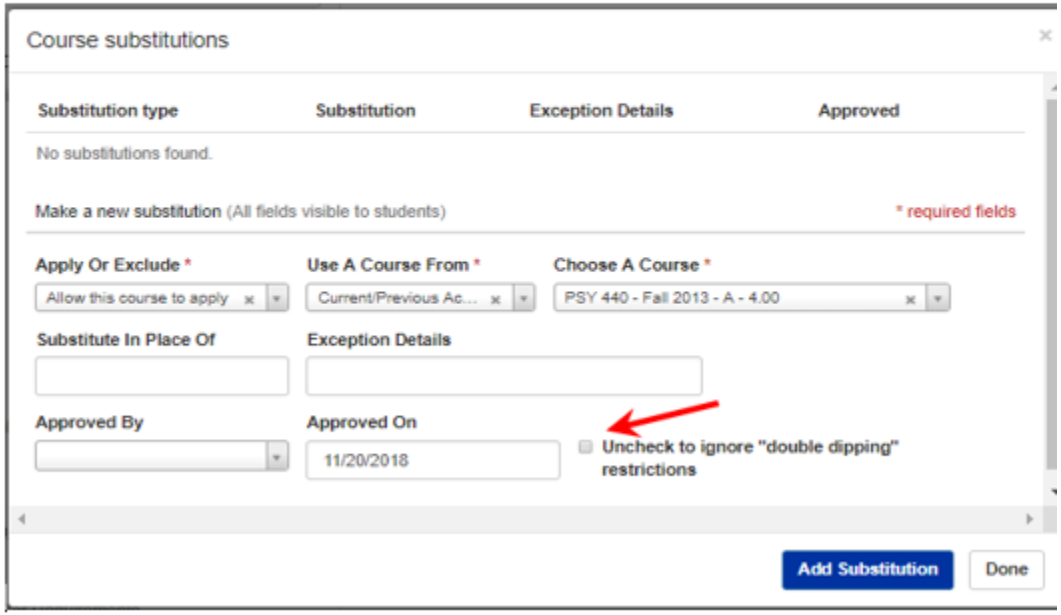
Many programs have behind the scenes “double dipping” restrictions that prevent courses from applying to multiple requirements. You may sometimes want to allow a course to satisfy multiple requirements, in which case you will need to follow the steps below. In this example, we would like a course that 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”.



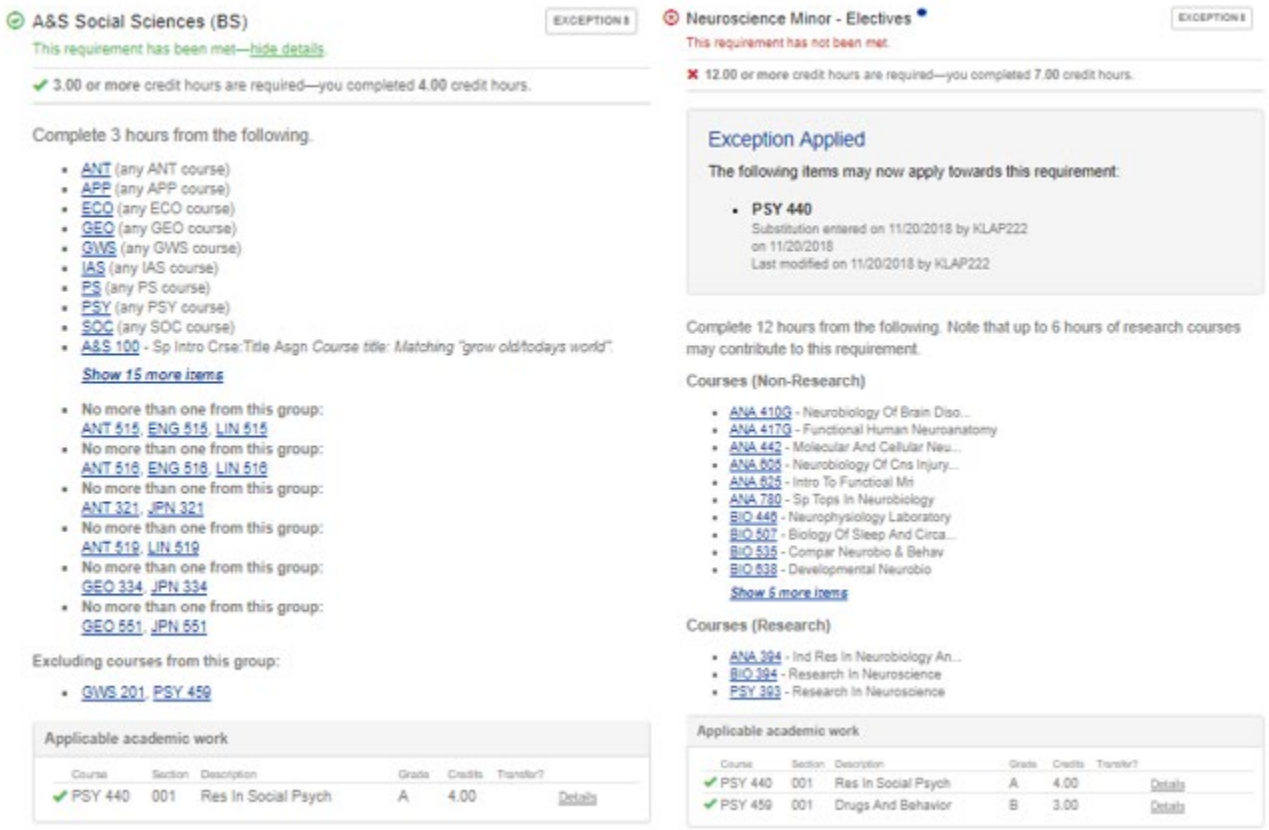
HOW TO: ALLOW A COURSE TO SATISFY MULTIPLE REQUIREMENTS

Step 2: Enter the course you would like to apply and then *uncheck* the double dip restriction checkbox in order to allow the courses to double dip when that is not the intention.



HOW TO: ALLOW A COURSE TO SATISFY MULTIPLE REQUIREMENTS

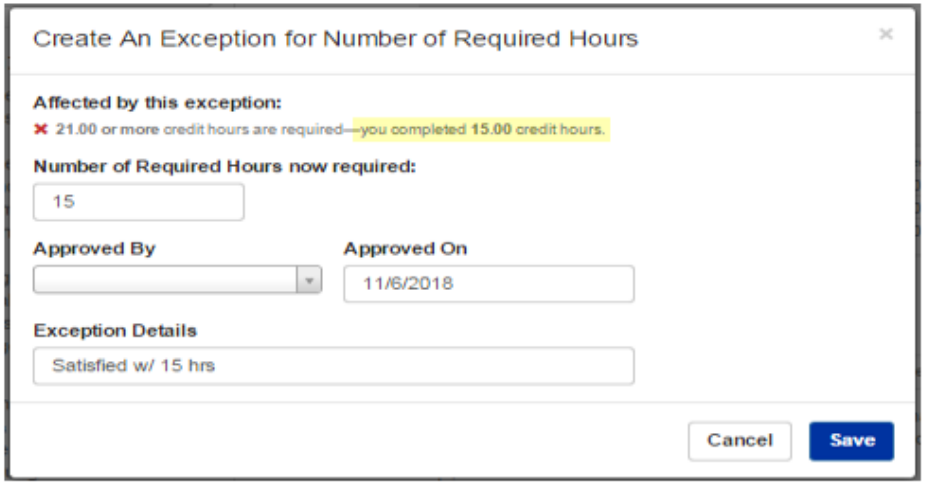
Step 3: After the audit is refreshed, the desired course is now applying to both requirements.



HOW TO: WAIVE THE HOURS REMAINING IN A REQUIREMENT

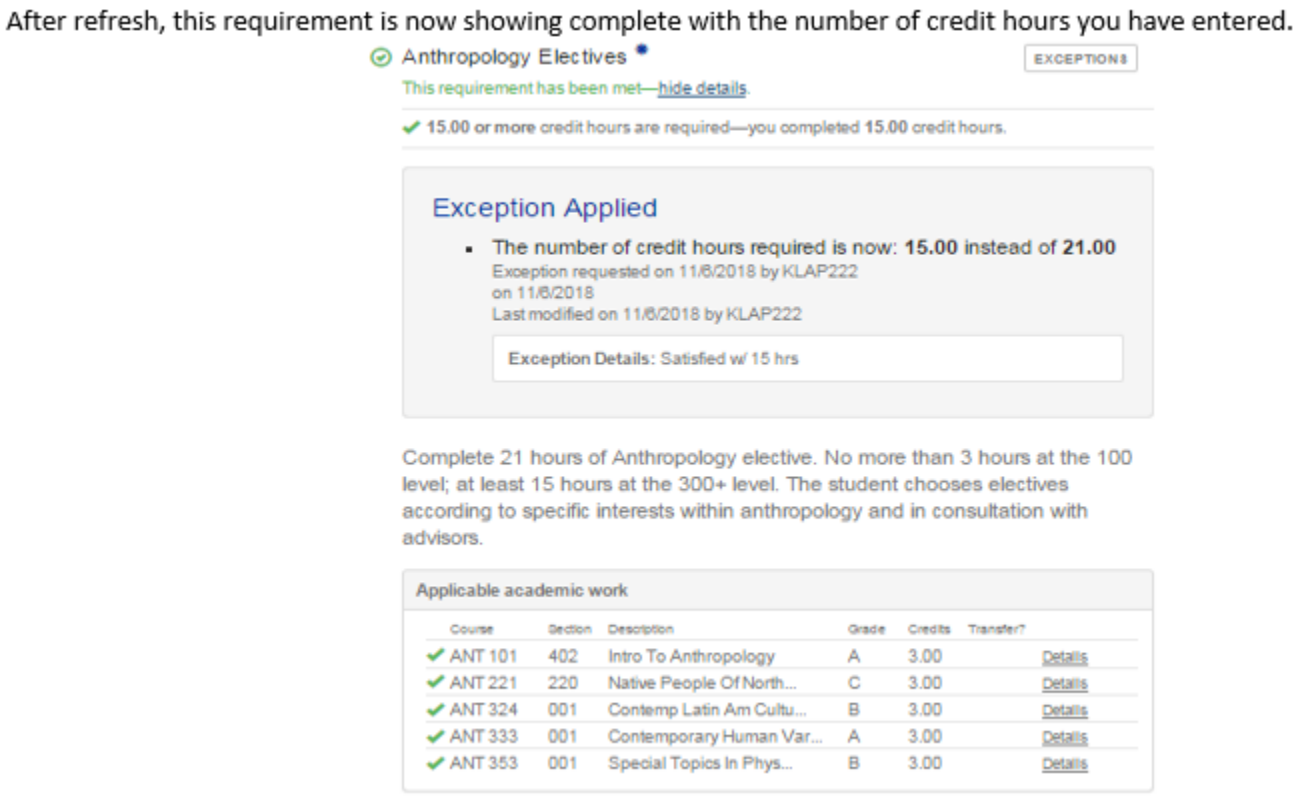
Step 1: Click the Exceptions button and select "+/- Number of Required Hours".

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.



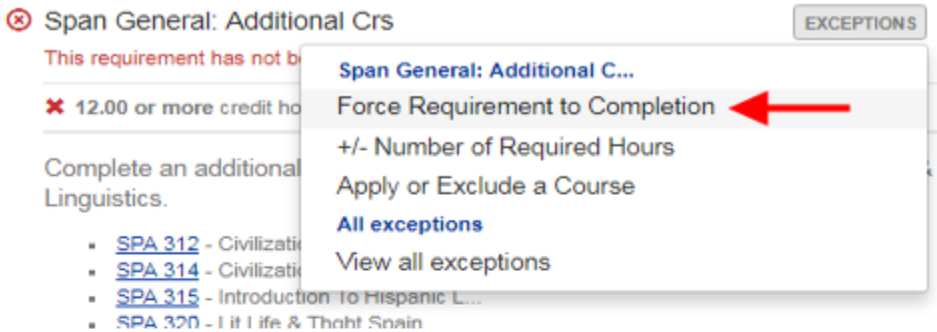
HOW TO: WAIVE THE HOURS REMAINING IN A REQUIREMENT

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

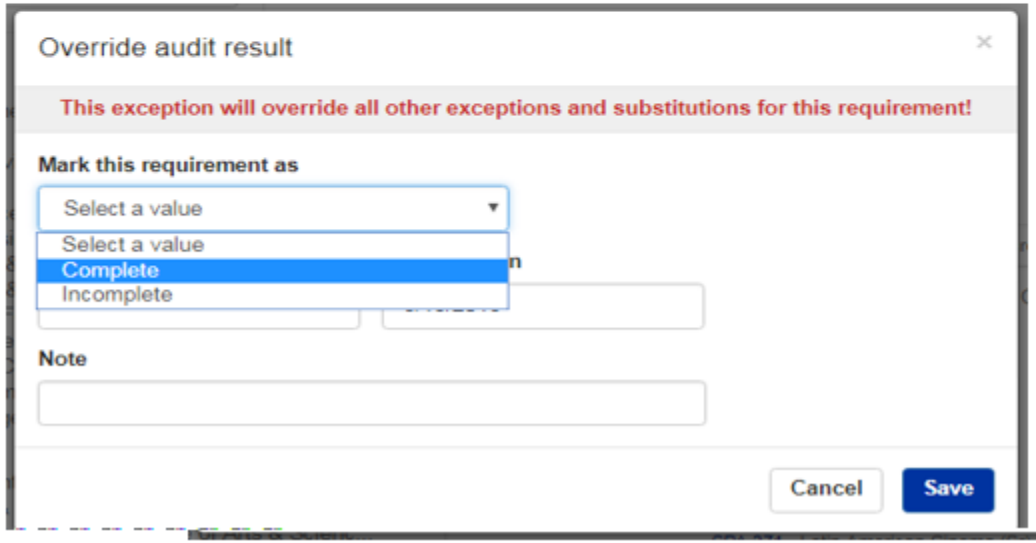


HOW TO: WAIVE A REQUIREMENT COMPLETELY

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



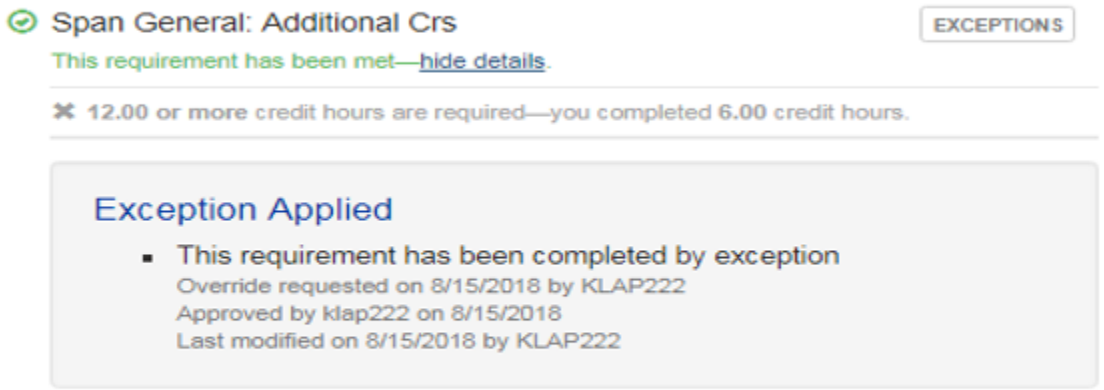
Step 2: From the drop-down menu, select "Complete" to mark the requirement as satisfied/no longer needed.



Wildly Possible

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:

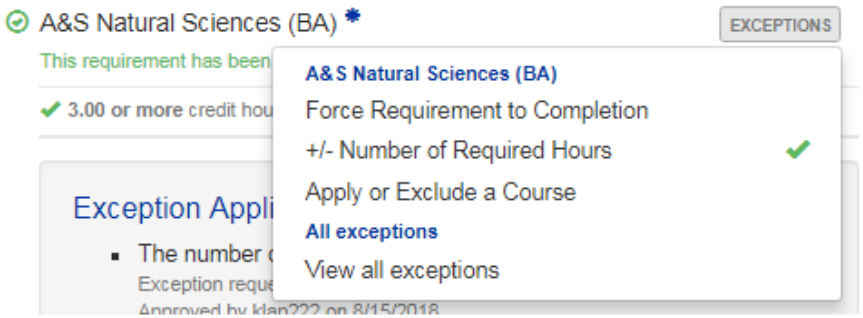


NOTE: This type of exception should only be used for requirements where no coursework is applying (ex. waiving a required minor) or where all applicable coursework has already been completed. Once a requirement is forced to completion, it **will not** turn back to incomplete if the student happens to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

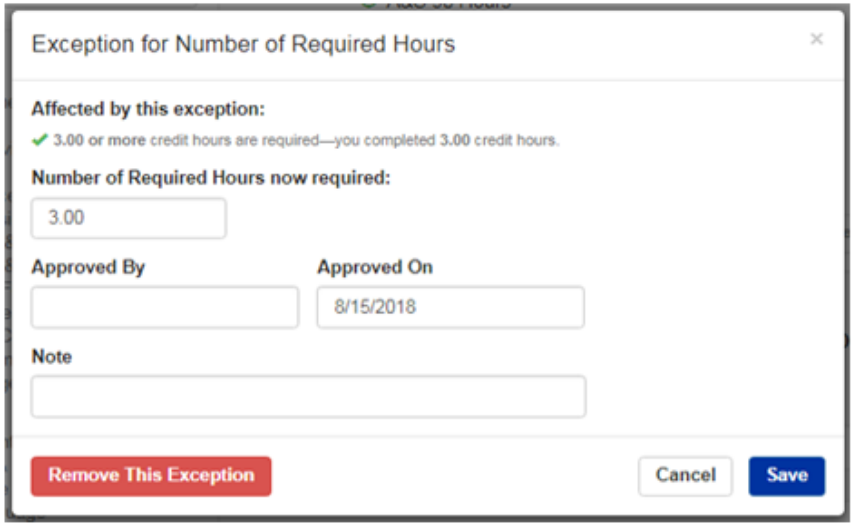
University of Kentucky

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.



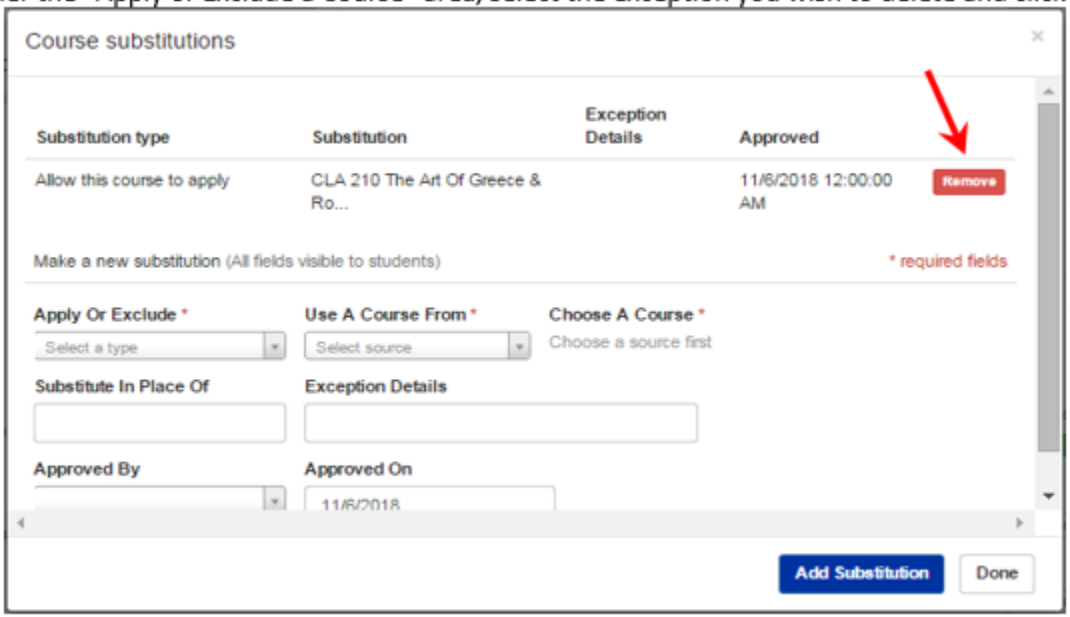
Step 2: For this type of exception, simply click Remove This Exception.



Wildly Possible

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.



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.