



THE UNIVERSITY OF
TOLEDO
1872

u.achieve Self-Service

DEGREE AUDIT EXCEPTIONS GUIDE

OFFICE OF THE REGISTRAR

2023

U.ACHIEVE VERSION 4.4

What is u.achieve?

u.achieve is an online degree auditing tool that is available to students and advisors. The system is designed to help advisors evaluate a student's progress towards completion of requirements for a major/program by taking courses the student has taken and inserting them into the requirements for a degree. The system can be used to examine progress in a student's declared major or in any other major/program we offer (e.g., you may conduct an audit in a major that a student is considering switching into).

What will this guide cover?

- What are exceptions?
- When would you use an exceptions?
- What type of exceptions exist?
- How might each exception be implemented?

Questions?

Contact the Office of the Registrar
degreeaudit@utoledo.edu



What is an exception?

- An exception is an entry applied to a student's record that enables advisors to modify requirements, sub-requirements, or courses on a student's degree audit.
- Eight exception types are available: **RI**, **RS**, **CS**, **WR**, **RM**, **RE**, **RQ**, and **RD**.
- Each of these exception types will be covered with examples of their use in a later section.

Why use an exception?

- Exceptions allow advisors to make individualized adjustments to each student's coursework without having to alter the parameters of the degree program as a whole.
- Exceptions allow flexibility in an otherwise inflexible system.

What is the course mask and format?

- The course mask refers to the template the system uses to read course information. The University of Toledo uses a 4X4 format--four characters for the alpha code, a space, and four characters for the numeric code (e.g., AL## 1130, EDU 1700, and ENGL 1110).
- If the alpha code is less than four characters, pound signs (#) may serve as placeholders.

What is a pseudo name?

- A **pseudo name** is a label used to identify a requirement. It is displayed in parentheses next to course requirements on the degree audit.

✓ **GENERAL GRADUATION INFORMATION FOR (UT REQ1)**
UNDERGRADUATE STUDENTS
APPLIED: 140.00 HOURS 3.704 GPA

Note: This number of hours is the MINIMUM needed for a degree in the Colleges of Arts & Letters and Natural Sciences & Mathematics. You may need additional hours to complete all requirements.

✓ 1) Graduate, Law and Med courses do not count toward undergraduate programs.

SU15	CI 6400	3.00	A-
SU15	CI 6410	3.00	A
SU15	CI 6430	0.00	F
SU15	CI 6440	0.00	F

2) In-progress courses (IP) must be resolved before graduation

What is a pseudo course?

- A **pseudo course** is used to identify a sub-requirement. Pseudo courses for sub-requirements can be viewed on a list-all degree audit. A pseudo course is preceded by a dollar sign and colon (\$:).

3) Education

0.00 HOURS APPLIED	0 COURSES TAKEN
0.00 QUALITY HOURS	0.00 POINTS

NEEDS: 1 COURSE

EXCLUDING: \$:GEDNSSSC2PJSR

COURSE LIST: PJS 1000 \$:GEDNSSSC2PJS

Exception Mode

- If you would like to add an exception, the new and easiest way is to click Enter Exception Mode from the student's audit.

English - BA

Request Audit

Prepared On 04/03/2018 08:55 AM Program Code AR-ENGL-BA Catalog Year Fall 2017
Student ID [REDACTED] Graduation Date Job ID 2018040308550667

Audit Results Course History Applied Exceptions

Audit
You are here: Audit

Categories
Click on any area of the graph for further details

Hours: [REDACTED] GPA: [REDACTED]

Complete In Progress Unfulfilled Planned

Open All Sections Close All Sections Printer Friendly

LEVEL	UT QUAL HOURS	UT QUAL POINTS	UT QUAL GPA	TRAN GPA	HIGHER ED GPA	TOTAL EARNED HOURS
UG	135.00	500.01	3.704	0.000	3.704	140.00
GR	12.00	23.01	1.918	0.000	1.918	6.00

----- WHAT IF AUDIT -----

→ AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ←

> Are you ready to graduate? You may apply online through the MyUT portal by the appropriate deadline.

November 17, 2017 for Spring 2018
March 23, 2018 for Summer 2018
March 23, 2018 for Fall 2018

You need to complete the University of Toledo's First Destination Survey prior to graduation. Watch for an email with a link to the survey from your College during your final semester; or, click [here](#).

TEXT MESSAGE TO STUDENTS ABOUT GRADUATION APPLICATION

> GENERAL GRADUATION INFORMATION FOR (UT REQ1) UNDERGRADUATE STUDENTS

> Each of the following recommendations will fulfill a requirement toward graduation in your current degree program. Courses may be taken in varying sequence as long as prerequisites are met. Select electives in consultation with an adviser.

- After clicking Enter Exceptions Mode, any currently applied exceptions will appear on the right side of the screen.

Exception Mode

✓ ✗ **ENGLISH - LITERATURE CONCENTRATION (CON-LITR)**
NEEDS: 36.00 HOURS

- ✗ Minimum of 2.0 GPA in major is required (UT coursework only)
- ✗ Minimum of 2.0 GPA in major is required (UT plus transfer coursework)
- ✗ 12 hours of major taken at UT
- ✗ 1) Introduction to Critical Practice:
 NEEDS: 1 COURSE
 COURSE LIST:
 ENGL 3790, 3600, 3610, 3360, 4780



Buttons added in Exception Mode

Exceptions

ctlcd	Note	Auth by	Auth Date
RI			
WR	per Pat Beckett		
RS		JDAUGHT	
WR			
WR	test note	CLIBER2	03/08/2018
CS		CLIBER2	03/08/2018
RM		CLIBER2	03/08/2018
WR			
WR		CLIBER2	03/08/2018
WR		CLIBER2	03/08/2018
RI		CLIBER2	03/08/2018

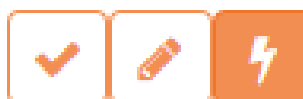
• Current Exceptions

- There are 3 levels of exception options: Requirement level (brown), sub-requirement level (orange), and course level (green)

Force Requirement Complete
 Edit Requirement
 Advanced Exceptions



Force Sub-Req Complete
 Edit Sub-requirement
 Advanced Exceptions



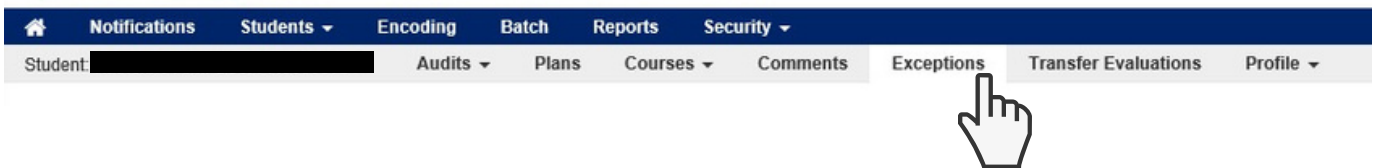
Add Course to Select From
 Remove Course from Select From
 Swap Course on Select From

Exceptions Best Practices

- Start small. Use the least obtrusive exception option that will accomplish your goal.
- It is better to add or reject a course from a sub-requirement than to force the sub-requirement complete.
- It is better to address the needs of a sub-requirement than force the requirement it is contained within complete.
- For instance, one could edit the parameters of a sub-requirement (such as hours needed) rather than force the sub-requirement complete.
- Remember, waiving or forcing a requirement complete will also waive all of its sub-requirements.
- Always double check the results of an exception to ensure it behaves as intended.
- Be sure that adding/rejecting/swapping a course only adds or removes it from the requirement you are trying to satisfy and does not strip it from another requirement in which it is used.
- You can always delete or edit exceptions that are not behaving as expected.
- Always feel free to contact degreeaudit@utoledo.edu if you have any questions or require assistance in creating an exception.

Exceptions Best Practices

- While **Exception Mode** adds easy-to-use functionality, it is important to note all of the old exception functionality is still present.
- You can find exception options outside of **Exception Mode** in the **Exceptions** tab of the navigation bar.



- This exception screen is still important, even when using **Exception Mode** direct from the audit.
- This screen lists all of the student's exceptions and allows you to edit or delete each exception.

Exceptions

Exceptions to requirements and subrequirements. Adding or deleting exceptions deletes them from the student's academic record. Text on the exception type list screen

[Add Exception](#) [Delete](#)

select all/select none

#	Code	A	R	Pseudo Name	Course	Rcourse	Auth Code	Audit Note	Edit	Delete
1	RI	R	I	CON-ISOS3						<input type="checkbox"/>
2	WR	E			ADOLGEFLS					<input type="checkbox"/>
3	RS	R	S	CON-ISOS4						<input type="checkbox"/>
4	WR	E			LANGPROF					<input type="checkbox"/>
5	WR	E			BIOE2					<input type="checkbox"/>
6	CS	S			ARS 1000	BIOE 1000				<input type="checkbox"/>
7	RM	R		BIOE13						<input type="checkbox"/>
8	WR	E			BAPOLSMJCAP					<input type="checkbox"/>
9	WR	E			LFLCPLLO					<input type="checkbox"/>

- It is helpful to be able to quickly delete or edit exceptions if they are not operating as intended.

Exceptions: Course Level - Adding

- One of the most commonly used exceptions is to add or remove a course (RI).
- This will be used if you either want a course to be accepted by a requirement it ordinarily would not fit in OR you want a requirement to reject a course it would ordinarily accept.
- For instance, this student has an unmet Fine Arts sub-requirement. However, she also has an unused Fine Arts elective from transfer coursework. We will use the Add Course exception to allow the requirement to utilize the elective credit.

Unatisfied sub-requirement

7) Fine Art (ENGL)
NEEDS: 1 COURSE
COURSE LIST:
ART 1030,1040,1050,1060,1070,1080 ARTH 1500,2050,2060,2080 COCA 2000
FILM 1310,2340 MUS 2220,2240,2250 THR 1010,1100

- After clicking **Add Course to Select From**, you will be able to add the course exception in the box on the right hand side.

Open All Sections Close All Sections

-----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----

✓ [x] OPT **FIRST YEAR PATHWAY (ENGL1)**
Recommended: Complete 32 hours
APPLIED: 22.00 HOURS 8 SUB-REQTS 3.612 GPA
NEEDS: 4 SUB-REQTS

[x] 7) Fine Art (ENGL)
NEEDS: 1 COURSE
COURSE LIST:
ART 1030,1040,1050,1060,1070,1080 ARTH 1500,2050,2060,2080 COCA 2000
FILM 1310,2340 MUS 2220,2240,2250 THR 1010,1100

Legend
✓ Complete
📅 Planned
🔄 In Progress
[x] Unfulfilled

Add Course Exception
Subrequirement
Fine Art (ENGL)

1. Add Course 2. Verify & Save

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

Dept Course +

OR Select a student course:

200940
PSY 1010 (3 Hours) CR +
PHIL 2400 (3 Hours) A +
MATH 1320 (3 Hours) A +
LST 2010-71 (0 Hours) W +
LAW AND SOCIAL THOUGHT-WAR: +

Select at least one course Cancel

Exceptions: Course Level - Adding

- You can either add a course manually or choose from a course the student has already taken. In this case, the student has taken ZFAR 1EL, which we have selected. You can see it appear on the right hand side of the box on the left.

Add Course Exception

Subrequirement
Fine Art (ENGL)

1. Add Course 2. Verify & Save

Find the course you want to use:

Dept Course +

Course Adding :
ZFAR 1EL
Add Date
(3 Hours)TA

OR Select a student course:

- (0 Hours) F
- CI 6410 (3 Hours) A
- CI 6400 (3 Hours) A-
- CI 3440 (3 Hours) B+
- 201610
- WGST 2EL (3 Hours) TB

Next Cancel

Add Course Exception

Subrequirement
Fine Art (ENGL)

1. Add Course 2. Verify & Save

[Need to modify the subrequirement? Click here.](#)

Course Adding :
ZFAR 1EL
Not Taken
(3 Hours)TA
Into:
Fine Art (ENGL)
Using pseudo of ENGL17

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by
bkuhn

Date
04/06/2018

(Maximum characters: 30)

Back Save & Run Audit Save & Add Exception Cancel

- Once you have selected the course(s), click next. You will be prompted to verify and save your selections. You also have the option to add a note (which will appear on the audit) or write internal comments in the memo box.
- After making any necessary notes, you can either **Save & Run Audit** or **Save & Add Exception**. **Save & Run Audit** will return a new audit with the exception included.
- Remember to always test the effect of your exceptions!

Exceptions: Course Level - Removing

- Reviewing a new audit, we can see the Fine Art sub-requirement is now being satisfied by the ZFAR elective.

✔ 7) Fine Art (ENGL)

1 COURSE TAKEN

SP16	ZFAR 1EL	3.00	TA
------	----------	------	----

- Conversely, we could also create an exception that will remove a course from the list of acceptable courses.
- To remove a course from the course list, click the green minus sign.

✘ 7) Fine Art (ENGL)

NEEDS: 1 COURSE

COURSE LIST:

ART 1030, 1040, 1050, 1060, 1070, 1080 ARTH 1500, 2050, 2060, 2080 COCA 2000
FILM 1310, 2340 MUS 2220, 2240, 2250 THR 1010, 1100

✘ ✎ ⚡

+ - =

Open All Sections Close All Sections

----- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED -----

✘ OPT FIRST YEAR PATHWAY (ENGL1)
Recommended: Complete 32 hours
APPLIED: 22.00 HOURS 8 SUB-REQTS 3.612 GPA
NEEDS: 4 SUB-REQTS

✘ 7) Fine Art (ENGL)

NEEDS: 1 COURSE

COURSE LIST:
ART 1030, 1040, 1050, 1060, 1070, 1080 ARTH 1500, 2050, 2060, 2080 COCA 2000
FILM 1310, 2340 MUS 2220, 2240, 2250 THR 1010, 1100

Remove Course Exception

Subrequirement
Fine Art (ENGL)

1. Remove Course 2. Verify & Save

Select course(s) you want to remove:

- ART 1040 ✘
- ART 1050 ✘
- ART 1060 ✘
- ART 1070 ✘
- ART 1080 ✘
- ARTH 1500 ✘
- ARTH 2050 ✘
- ARTH 2060 ✘

Course Removing :
ART 1030 ✘

Next Cancel

Legend

- ✔ Complete
- 📅 Planned
- 🔄 In Progress
- ✘ Unfulfilled

- We can then specify which course to remove. In this case, we decided to remove ART 1030 from the list of acceptable courses.

Exceptions: Course Level - Swapping


- We could also use the **Swap** exception to add a course to the list of acceptable courses while removing another.
- To swap courses, click the green arrows button.

7) Fine Art (ENGL)

NEEDS: 1 COURSE

COURSE LIST:

ART 1030, 1040, 1050, 1060, 1070, 1080 ARTH 1500, 2050, 2060, 2080 COCA 2000
FILM 1310, 2340 MUS 2220, 2240, 2250 THR 1010, 1100



Swap Course Exception

Subrequirement
Fine Art (ENGL)

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

Select course(s) you want to swap out:

ART 1050	x
ART 1060	x
ART 1070	x
ART 1080	x
ARTH 1500	x
ARTH 2050	x
ARTH 2060	x
ARTH 2080	x

Swapping Out :

Select course to swap out

Select at least one course Cancel

Swap Course Exception

Subrequirement
Fine Art (ENGL)

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

Find the course you want to use:

Dept	Course	
		+

Swapping In :

ZFAR 1EL
Add Date
(3 Hours)TA

Select course to swap in

OR Select course(s) you want to swap In:

(0 Hours) F	+
CI 6410 (3 Hours) A	+
CI 6400 (3 Hours) A-	+
CI 3440 (3 Hours) B+	+
201610	
WGST 2EL (3 Hours) TB	+

Back Next Cancel

- Here we are going to remove ARTH 1500 from the list of acceptable courses and add ZFAR 1EL.

Exceptions: Course Level - Swapping

- You will then be asked to confirm the course swap. Again, you have the chance to add an audit note or internal comments.

Swap Course Exception

Subrequirement
Fine Art (ENGL)

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

Need to modify the subrequirement? Click here.

Swapping In : Swapping Out :
ZFAR 1EL ARTH 1500
Not Taken
(3 Hours)TA

Into:
Fine Art (ENGL)
Using pseudo of ENGL17

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by **Date**

(Maximum characters: 30)

Back Save & Run Audit Save & Add Exception Cancel

- Here you can see our swapped in ZFAR elective is now completing the requirement.


7) Fine Art (ENGL)

1 COURSE TAKEN

SP16 ZFAR 1EL 3.00 TA

Exceptions: Sub-requirement Level - Edit Sub-requirement

- Another exception option at the sub-requirement level is to edit the parameters of the sub-requirement itself.
- For instance, you can edit the number of hours or the number of courses required.

 9) 12 elective hours in English
NEEDS: 12.00 HOURS
EXCLUDING: ENGL 1020 TO 1930, 2700 TO 2760, 2800, 2950, 2960, 3000, 4900, 4960
COURSE LIST: ENGL 3*** TO 4***, 3630, 3640, 3680, 3690 LING 3*** TO 4***


- The above sub-requirement requires 12 elective hours to complete. However, this requirement can be edited to ask for 9 hours instead.
- Begin by clicking the Edit Sub-requirement button.


 9) 12 elective hours in English
NEEDS: 12.00 HOURS
EXCLUDING:
ENGL 1020 TO 1930, 2700 TO 2760, 2800, 2950, 2960, 3000, 4900, 4960
COURSE LIST:







Open All Sections Close All Sections

----- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED -----

 ENGLISH - LITERATURE CONCENTRATION (CON-LITR)
APPLIED: 9.00 HOURS 1 SUB-REQT
NEEDS: 27.00 HOURS 8 SUB-REQTS

 9) 12 elective hours in English
NEEDS: 12.00 HOURS
EXCLUDING:
ENGL 1020 TO 1930, 2700 TO 2760, 2800, 2950, 2960, 3000, 4900, 4960
COURSE LIST:
ENGL 3*** TO 4***, 3630, 3640, 3680, 3690 LING 3*** TO 4***

Legend

-  Complete
-  Planned
-  In Progress
-  Unfulfilled

Subrequirement Modification Exception

Subrequirement
12 elective hours in English

1. Subrequirement Modification 2. Verify & Save

Required Course Count	Required Hours
Original Value: 0	Original Value: 12
Adjust by: - 0 +	Adjust by: - 0.00 +
Required GPA	
Original Value: 0	
Adjust by: - 0.00 +	

Alter at least one value Cancel

Exceptions: Sub-requirement Level - Edit Sub-requirement

- Here, you have the option to edit the required course count, hours or GPA.

Subrequirement Modification Exception

Subrequirement
12 elective hours in English

1. Subrequirement Modification 2. Verify & Save

Required Course Count
Original Value: 0
Adjust by: - 0 +

Required Hours
Original Value: 12
Adjust by: - 3 +

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

Next Cancel

Subrequirement Modification Exception

Subrequirement
12 elective hours in English

1. Subrequirement Modification 2. Verify & Save

Required Course Count
Original Value: 0
Adjust by: 0

Required Hours
Original Value: 12
Adjust by: -3

Required GPA
Original Value: 0
Adjust by: 0.00

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note
Waived 3 hours

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by
bkuhn

Date
04/09/2018

(Maximum characters: 30)

Back Save & Run Audit Save & Add Exception Cancel

- Three hours have been subtracted, requiring the sub-requirement ask for 9 instead of 12. Also, a note has been added to appear on the audit.

9) 12 elective hours in English
EXCEPTION Waived 3 hours
NEEDS: 9.00 HOURS
EXCLUDING: ENGL 1020 TO 1930, 2700 TO 2760, 2800, 2950, 2960, 3000, 4900, 4960
COURSE LIST: ENGL 3*** TO 4***, 3630, 3640, 3680, 3690 LING 3*** TO 4***

- Above, you can see the exception applied. The sub-requirement includes the note and now requires only 9 hours.

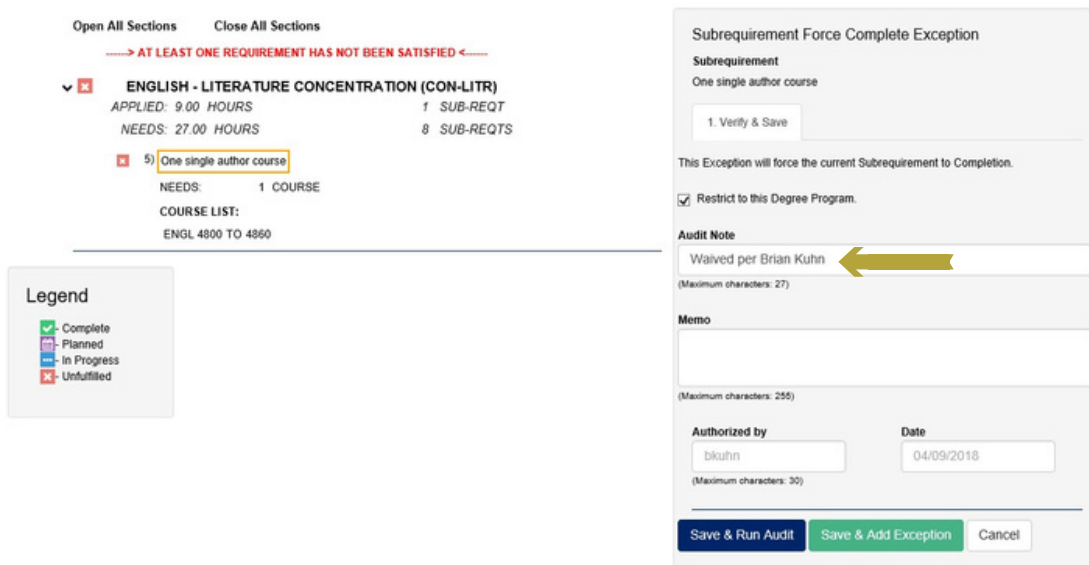
Exceptions: Sub-requirement Level - Force Complete

- Forcing a sub-requirement complete is exactly as it sounds. The sub-requirement, and all of its contents, will be waived.

✖ 5) One single author course
NEEDS: 1 COURSE
COURSE LIST:
ENGL 4800 TO 4860



- We want to satisfy this requirement without specifying a course to accomplish it. We do this by clicking the force sub-requirement button.



The screenshot shows a requirement list on the left and a modal window on the right. The requirement list includes 'ENGLISH - LITERATURE CONCENTRATION (CON-LITR)' with a sub-requirement '5) One single author course'. The modal window is titled 'Subrequirement Force Complete Exception' and contains the following fields: 'Subrequirement' (One single author course), a '1. Verify & Save' button, a checkbox for 'Restrict to this Degree Program', an 'Audit Note' field containing 'Waived per Brian Kuhn', a 'Memo' field, 'Authorized by' (bkuhn) and 'Date' (04/09/2018) fields, and three buttons: 'Save & Run Audit', 'Save & Add Exception', and 'Cancel'. A yellow arrow points to the 'Audit Note' field.

- A note has been added stating who waived the requirement.
- After clicking **Save & Run**, the audit now reflects the waived requirement with explanation.

✔ 5) One single author course
1 COURSE TAKEN
Waived per Brian Kuhn WR

Exceptions: Requirement Level

- There are three exception options at the requirement level: Force Requirement Complete, Edit Requirement and Advanced Exceptions.
- The first two operate in like manner to those in the sub-requirements. Advanced Exceptions will be covered in a later section.

- To the right is a requirement with several sub-requirements.
- We can force this requirement complete (or waive it) by clicking the brown check mark.
- Remember, waiving a requirement will also waive all of its sub-requirements.

ENGLISH - LITERATURE CONCENTRATION (CON-LITR)
NEEDS: 36.00 HOURS

- Minimum of 2.0 GPA in major is required (UT coursework only)
- Minimum of 2.0 GPA in major is required (UT plus transfer coursework)
- 12 hours of major taken at UT
- 1) Introduction to Critical Practice:
NEEDS: 1 COURSE
COURSE LIST:
ENGL 3790, 3600, 3610, 3360, 4780
- 2) Literatures Excluded from the Traditional Canon:
NEEDS: 1 COURSE
COURSE LIST:
ENGL 3660, 3670, 3770, 4560, 4610, 4650, 4660, 4670
- 3) One additional course from previous sub-requirements
NEEDS: 1 COURSE
COURSE LIST:
ENGL 3790, 3600, 3610, 3360, 4780, 3670, 3770, 4560, 4650, 4660
- 4) Two courses in literature before 1800:
NEEDS: 2 COURSES
COURSE LIST:
ENGL 3810, 4110, 4120, 4200, 4300, 4310, 4400, 4420, 4440, 4460, 4550, 4600, 4800, 4810, 4820
- 5) Two courses in literature after 1800:
NEEDS: 2 COURSES
COURSE LIST:
ENGL 4280, 4500, 4520, 4540, 4560, 4610, 4620, 4630, 4640, 4650, 4660, 4670, 4680, 4690
- 6) One course in a single author:
NEEDS: 1 COURSE
COURSE LIST:
ENGL 3810, 4800, 4810, 4820, 4850, 4860
- 7) Four English elective courses:
NEEDS: 4 COURSES
COURSE LIST:
ENGL 3***, 4***

Exceptions: Requirement Level - Edit Requirement

- Instead of forcing the requirement above complete, it may be more useful to change its parameters.
- For instance, the Literature Concentration requirement asks for 36 hours distributed across its sub-requirements. This number can be adjusted using the [Edit Requirement](#) exception.

- After clicking Edit Requirement, you are presented with a similar options box to that presented at the sub-requirement level.
- We have adjusted the Required Hours by -3, bringing the total down from 36.

Exceptions: Requirement Level - Edit Requirement

- Below, having run a new audit, you can see the total hours needed to complete the Literature Concentration is now 33.

▼ ✖ **ENGLISH - LITERATURE CONCENTRATION (CON-LITR)**

APPLIED:	9.00 HOURS	1 SUB-REQT
NEEDS:	24.00 HOURS	8 SUB-REQTS

- ✖ 1) Minimum of 2.0 GPA in major is required (UT coursework only)
- ✖ 2) 12 hours of major taken at UT
- ✖ 3) Writing Across the Curriculum (WAC) 1 course in major

NEEDS: 1 COURSE

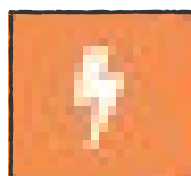
EXCLUDING: ENGL 1020 TO 1930, 2700 TO 2760, 2800, 3000

COURSE LIST: ENGL ****-71

- You could also choose to edit the number of sub-requirements that need to be completed or the number of courses or the required GPA.



- The following sections will cover the advanced exceptions, in addition to the former means of entering exceptions without using Exception Mode... the forms still work!




Exceptions: Advanced

- In exception mode, clicking the lightening bolt icon on either a requirement or sub-requirement will take you to the [Advanced Exception](#) options.

Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
Course Substitution	CS
Insert Marker Requirement	MK
Requirement Course Deletion	RD
Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)	RE
Requirement Modification - Insert Course on A/R Line	RI
Requirement Modification - Change Count or Hours	RM
Set or Remove System Condition Code	RQ
Requirement Course Swap	RS
Waive Requirement	WR



Exceptions not available outside [Advanced Exceptions](#)

- Some of these exception options are easily applied within the [Exception Mode](#) and have been covered in earlier sections.
- Others offer more refined functionality than those within the [Exception Mode](#).
- For instance, the RE exception allows you to insert an acceptable course into a requirement while bypassing any course condition codes.

Exceptions: Advanced

- Applying Exceptions from the [Advanced Exceptions](#) feature of [Exception Mode](#) operates much like the former way of entering exceptions without [Exception Mode](#).
- We will now walk through entering an exception via [Advanced Exceptions](#) and then mirror the process using the older method.
- After clicking the [Advanced Exceptions](#) lightning bolt in the degree audit [Exception Mode](#), select the exception you would like to apply from the list.



Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
Course Substitution	CS
Insert Marker Requirement	MK
Requirement Course Deletion	RD
Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)	RE
Requirement Modification - Insert Course on A/R Line	RI
Requirement Modification - Change Count or Hours	RM
Set or Remove System Condition Code	RQ
Requirement Course Swap	RS
Waive Requirement	WR

- Clicking an exception type will cause an options window to appear on the right side of the audit screen within [Exception Mode](#).
- Conveniently, the [Pseudo Name](#) of the requirement auto-populates within the appropriate field. (This is not the case with the older method of applying exceptions.)

Exceptions: Advanced

Open All Sections

Close All Sections

-----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----

- > GENERAL GRADUATION INFORMATION FOR (UT REQ1) UNDERGRADUATE STUDENTS
- > Each of the following recommendations will fulfill a requirement toward graduation in your current degree program. Courses may be taken in varying sequence as long as prerequisites are met. Select electives in consultation with an adviser.

UT Core Humanities, Social Science, and Natural Science electives must be selected from two different disciplines.

OPT FIRST YEAR PATHWAY (ENGL1)
Recommended: Complete 32 hours

APPLIED: 22.00 HOURS 8 SUB-REQTS 3.612 GPA

NEEDS: 4 SUB-REQTS

- 1) Orientation (ENGL)

1 COURSE TAKEN

FA09 ARS 1000 1.00 PS

- 2) Composition I (UT Core)

1 COURSE TAKEN

FA09 HON 1010-91 3.00 B- HONORS READINGS CONFERENCE I

- 3) Composition II (UT Core)

1 COURSE TAKEN

SP10 HON 1020-91 3.00 A- HONORS READINGS CONFERENCE II

- 4) U.S. Diversity (UT Core)

1 COURSE TAKEN

FA12 BMGT 2700 3.00 B+

- 5) Social Science (UT Core)

1 COURSE TAKEN

FA09 PSY 1010 3.00 CR

- 6) Math (UT Core)

1 COURSE TAKEN

FA09 MATH 1320 3.00 A

- 7) **Fine Art (ENGL)**

NEEDS: 1 COURSE

COURSE LIST:

ART 1030, 1040, 1050, 1060, 1070, 1080 ARTH 1500, 2050, 2060, 2080 COCA 2000
FILM 1310, 2340 MUS 2220, 2240, 2250 THR 1010, 1100



Add Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)

Pseudo Name

ENGL17

Exception Note

Memo

Add Course

Remove

select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

Save & Run Audit

Save & Add Exception

Cancel

- Again, we want to have a Fine Arts elective (ZFAR 1EL) apply to this sub-requirement.
- Exceptions Mode has populated the correct Pseudo Name... this name tells the audit where the exception will be placed.

Exceptions: Advanced

- Begin by specifying a course to insert by clicking **Add Course**.

Open All Sections Close All Sections

-----> **AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED** <-----

> **GENERAL GRADUATION INFORMATION FOR (UT REQ1) UNDERGRADUATE STUDENTS**

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OPT FIRST YEAR PATHWAY (ENGL1)
Recommended: Complete 32 hours
APPLIED: 22.00 HOURS 8 SUB-REQTS 3.612 GPA
NEEDS: 4 SUB-REQTS

1) Orientation (ENGL) 1 COURSE TAKEN

FA09	ARS 1000	1.00	PS
------	----------	------	----

2) Composition I (UT Core) 1 COURSE TAKEN

Add Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)

Pseudo Name: ENGL17

Exception Note:

Memo:

Add Course **Remove**
select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

- The options box will then shift to the **Add Course** menu.
- Type the desired course number.
- Click **Add to List**.
- The added course will appear at the bottom.
- Click **Return**.

Add Course

Course: ZFAR 1EL

Replacement Course:

Match Control: Default

Year Term Range:

Add To List **Return**

1 course was added.

Remove
select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	ZFAR 1EL				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Exceptions: Advanced

- After returning to the previous menu, the selected course will display at the bottom.
- You will again have the option of adding either a note or memo.
- To complete the exception, click **Save & Run Audit**.

Add Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)

Pseudo Name


Exception Note

Memo

Add Course **Remove**
select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	ZFAR 1EL				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save & Run Audit **Save & Add Exception** Cancel



- Double checking the audit, we can see our exception applied successfully.

7) Fine Art (ENGL)

1 COURSE TAKEN

SP16 ZFAR 1EL

3.00 TA

Exceptions: Advanced

- Another application for an advanced exception is to **Set or Remove a System Condition Code**.
- A **System Condition Code** is an attribute that tells uAchieve to perform a particular function if it is present.
- A common condition code used by UT is that representing Honors.

The presence or absence of the Honors condition code tells

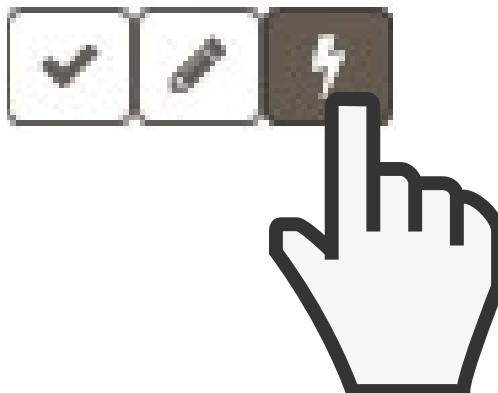
- uAchieve to turn on or off the honors requirement in the student's degree audit.

These condition codes can be altered by exception, through both

- the **Exception Mode** and the **Exceptions** tab.

To **Set or Remove a System Condition Code** in **Exception Mode**,

- click any of the lightening icons (**because the condition codes are global attributes, they need not be associated with any particular requirement or sub-requirement**).



Exceptions: Advanced

- On the following screen, choose **Set or Remove System Condition Code** from the list of exception types.

Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
Course Substitution	CS
Insert Marker Requirement	MK
Requirement Course Deletion	RD
Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)	RE
Requirement Modification - Insert Course on A/R Line	RI
Requirement Modification - Change Count or Hours	RM
Set or Remove System Condition Code	RQ
Requirement Course Swap	RS
Waive Requirement	WR

- A menu of options will then appear on the right side of the screen.

- The condition codes perform very specific functions.
- Relevant condition codes and their uses will be supplied to you by the Office of the Registrar.
- Use only those codes for which you are familiar.

Add Set or Remove System Condition Code

Set Condition Code 1	<input type="text"/>
Set Condition Code 2	<input type="text"/>
Remove Condition Code 1	<input type="text"/>
Remove Condition Code 2	<input type="text"/>
Memo	<input type="text"/>
Authorized By	<input type="text" value="bkuhn"/>
Date	<input type="text" value="04/10/2018"/>

- For more information on condition codes, contact degreeaudit@utoledo.edu

Exceptions: Advanced

- In this example, we will use the **Set or Remove System Condition Code** exception to remove Honors from a student's degree audit.

▼ **OPT COLLEGE OF ARTS & LETTERS**
HONORS PROGRAM - BLUE TRACK (HON-ARSB)

Honors AL students must complete the Blue track and departmental Honors requirements to satisfy College Honors and receive the JSHC medallion. Students completing the Blue track may also take two additional HON classes and also complete the Gold track requirements.

APPLIED: 22.00 HOURS 4 SUB-REQTS
NEEDS: 5.00 HOURS 1 SUB-REQT

IP **1) A 3.3 cumulative GPA must be maintained** ✓ ✎ ⚡
3.908 GPA

NEEDS: 3.300 GPA

✓ **2) Ideas and Society** ✓ ✎ ⚡
1 COURSE TAKEN

FA21	HON 1010-91	3.00	A	IDEAS AND SOCIETY
------	-------------	------	---	-------------------


✓ **3) Select one Interdisciplinary HON course** ✓ ✎ ⚡
1 COURSE TAKEN

SP22	HON 2010-91	3.00	A	MULTICULTURAL TOLEDO
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✓ **4) Community Engagement or Honors Seminar** ✓ ✎ ⚡
1 COURSE TAKEN

FA22	HON 3010-91	3.00	A	COMMUNITY ENGAGEMENT
------	-------------	------	---	----------------------

✗ **5) Select an additional 18 hours of Honors credits, which can be earned in any area (see departmental Honors requirements for further guidance as applicable).** ✓ ✎ ⚡



- Above is the honors requirement we would like to turn off.
- We begin by clicking the lightning bolt icon in **Exception Mode**.

Exceptions: Advanced

- After selecting **Set or Remove System Condition Code** from the list of exception types, we are again presented with a menu of options on the right side of the screen.

Add Set or Remove System Condition Code

Set Condition Code 1: ← Conditions code supplied by Registrar

Set Condition Code 2: ← Conditions code supplied by Registrar

Remove Condition Code 1:

Remove Condition Code 2:

Memo:

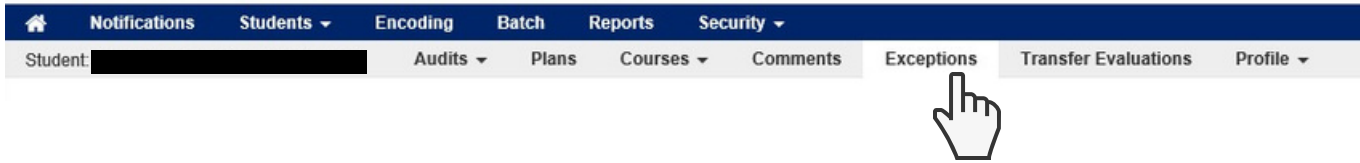
Authorized By:

Date:

- The instructions we have been supplied with tell us to enter [:] for **Set Condition Code 1** and [B] for **Set Condition Code 2**.
- Doing so will remove the honors attribute and turn off that section of the degree audit (for a specific college).
- Click **Save & Run Audit** to create the exception and test its effect.
- The honors requirement should no longer appear on the audit.

Exceptions: Original Method

- Begin by opening the **Exceptions** tab on the navigation bar.



- To create a new exception, click **Add Exception**.

Exceptions

Exceptions to requirements and subrequirements. Adding or deleting exceptions deletes them from the student's academic record. Text on the exception type list screen

▲ #	Code	R	Pseudo Name	Course	Rcourse	Auth Code	Audit Note	Edit	Delete
1	RI	R	I	CON-ISOS3				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	WR	E		ADOLGEFLS				<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	RS	R	S	CON-ISOS4				<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	WR	E		LANGPROF				<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Then select the type of exception you would like to create.
- Again, we would like to add our ZFAR elective to a Fine Arts sub-requirement.

Choose an Exception Type

[Return to list of exceptions](#)

Description	▲ Exception Code
Course Substitution	CS
Insert Marker Requirement	MK
Requirement Course Deletion	RD
Requirement Modification - Insert Course on A/R Line (Bypass Condition Code)	RE
Requirement Modification - Insert Course on A/R Line	RI
Requirement Modification - Change Count or Hours	RM
Set or Remove System Condition Code	RQ
Requirement Course Swap	RS
Waive Requirement	WR

Exceptions: Original Method

- You will be presented with the following screen:

Add Requirement Modification - Insert Course on A/R Line

Pseudo Name

Exception Note

Memo

When using the Exception Mode, the Pseudo Name field is auto-populated. Now, however, we will have to look it up in the audit.

select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

- To find the correct **Pseudo Name** for the sub-requirement, we will have to run a **List All - 'L'** audit.
- This is accomplished in the **Advanced Settings** when requesting a new audit.

▼ **Select a Different Program:**


Choosing a degree program here will not change your declared degree program.

Arts-Letrs > ENGL English - BA

Catalog Year: **Fall 2017**

Add:

First Concentration: **Literature - Conc** Fall 2017

Advanced Settings Click to view available options.  [Click here](#)

Exceptions: Original Method

- In the List All field, select L - Full Listing.

Advanced Settings Click to view available options.

Include In Progress Courses	<input checked="" type="checkbox"/>
List All	L - Full Listing <input type="button" value="v"/>
What If Courses	<input type="checkbox"/>
Run Type	S-Degree Audit w/C <input type="button" value="v"/>
Format	Regular (HTML) <input type="button" value="v"/>
COM	ONL - Undergraduate <input type="button" value="v"/>

The Full Listing will display all of the otherwise hidden elements of the degree audit

Run Different Program

Cancel

- Once in the audit, navigate to the sub-requirement to which you want to apply the exception.

x 7) Fine Art (ENGL)

0.00 HOURS APPLIED

0 COURSES TAKEN

0.00 QUALITY HOURS

0.00 POINTS

NEEDS: 1 COURSE

EXCLUDING: \$:ENGL17R

COURSE LIST: ART 1030, 1040, 1050, 1060, 1070, 1080 ARTH 1500, 2050, 2060, 2080 COCA 2000
FILM 1310, 2340 MUS 2220, 2240, 2250 THR 1010, 1100 \$:ENGL17 ART 1***, 2***
ARTH **** FILM **** MUS **** THR **** \$:ENGL17H

- The pseudo used in adding a course appears in the sub-requirement's course list and is identified by the prefix (\$:).

Exceptions: Original Method

- Returning to our exception in the exceptions tab, we can now enter the correct Pseudo Name.

Add Requirement Modification - Insert Course on A/R Line

Pseudo Name: ENGL17H

Exception Note:

Memo:

Save Cancel

Add Course Remove

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

- Next, the course used in our exception must be selected by clicking **Add Course**.

Add Course

Course: ZFAR 1EL (1) Enter course name

Replacement Course:

Match Control: Default

Year Term Range:

Add To List Return (2) Click 'Add to List' (3) Select 'Return'

Remove

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

Add Requirement Modification - Insert Course on A/R Line

Pseudo Name: ENGL17H

Exception Note:

Memo:

Save Cancel

Add Course Remove

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	ZFAR 1EL				<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Double check that your **Pseudo Name** and course are entered correctly and then press **Save**.

Exceptions: Original Method

- Having run a new audit, we can see our exception is operating as expected and the ZFAR elective is fulfilling the sub-requirement.

<input checked="" type="checkbox"/> 7) Fine Art (ENGL)	
	1 COURSE TAKEN
SP16 ZFAR 1EL	3.00 TA

- The other exception types can be implemented in the same manner from the [Exceptions](#) tab.
- However, as demonstrated above, it would most often be easier to enter the exceptions from [Exception Mode](#) **within the audit**.
- [Exception Mode](#) will supply the Pseudo Name automatically.
- Additionally, the [Exception Mode](#) gives you the option to rerun the audit immediately to review the effect of the exception.

Questions?

Please Contact
degreeaudit@utoledo.edu