

****Effective fall 2018, all exceptions must be made through myDegreePath****

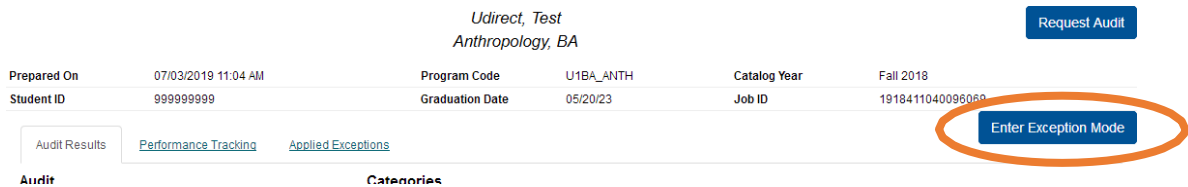
Before adding an exception, please ensure you have the correct permission and authorization. If you are unsure, please get in touch with your supervisor to confirm your access or email the Office of the Registrar at registrar@ucmerced.edu.

Overview:

An exception is used to modify either the student record or the student’s degree program to allow for a change in graduation requirements for an individual student. If an exception is routinely approved, please talk to Registrar’s staff about making a blanket change to your School’s encoded program. Information about removing an exception can be found on the last page.

To add an exception:

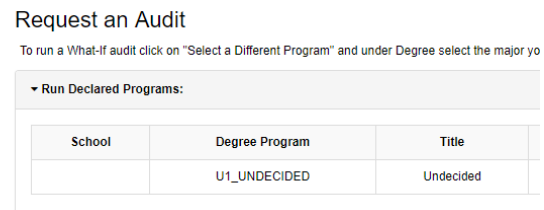
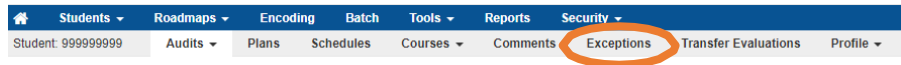
- 1) Log in to [myDegreePath](#) and search for the student.
- 2) Run the student’s degree audit
- 3) Near the top right corner of the audit, click on “Enter Exception Mode.”



- 4) After entering exception mode, find the requirement you want to add the exception. You should see 3-6 icons on the right side of the requirement.
 - a. Orange Icons will modify the requirement
 - b. Green Icons will modify the courses to the requirement
- 5) All available exceptions and what they do are listed below.

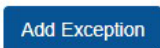
Exception Mode is the recommended method for adding an exception, but you can also go directly to the list of available exceptions.

- 1) Log in to [myDegreePath](#) and search for the student.
- 2) Click on the Exceptions Tab
- 3) Click on the “Add Exception” button to find the list of available exceptions



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



**Information applying to all exceptions:
Enter Notes/Memos of explanation or approval**

- A Note is used to explain changes in the student's audit. A student can view a Note on the online and print version audits (see below). No text will display at the (sub)requirement level on the audit if a Note is not entered.
- A Memo is used to record clarification/validation for allowing an exception that may include the situation in which the exception occurred.

Audit Note

Substitution Approved
(Maximum characters: 27)

Memo

Faculty approved course substitution for transfer course to apply towards quantitative requirement
(Maximum characters: 255)

Authorized by **Date**
(Maximum characters: 30)


Back Save & Run Audit Save & Add Exception Cancel

2) Quantitative Methods Requirement
Complete one of the following courses:
NOTE: RM - Substitution Approved

1 COURSE TAKEN

SU06	MATHT121	4.0	TC	Pre-calculus 1 MODESTO: MATH 121
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Advance Exceptions

- This icon  provides flexibility and the option to select additional exceptions not displayed with an icon while in exception mode. Advance Exceptions will automatically pull a pseudo code associated with the sub-requirement you plan to make the exception.
- **CAUTION:** We strongly recommend that you ensure the correct pseudo is pulled in. On sub-requirements with a list of courses, the incorrect pseudo may get selected, and the exceptions will be applied to any other sub-requirement where the pseudo exists.

EARNED: 3 SUB-GROUPS
NEEDS: 6 SUB-GROUPS

1) Mathematical Concepts & Quantitative Reasoning
1 COURSE TAKEN
SP19 MATH022 5.0 TA Calculus II
MERCED: MATH 04B

2) Arts: 1 course
1 COURSE TAKEN
SU06 MATHT121 4.0 TC Pre-calculus 1
MODESTO: MATH 121
>>MATCHED AS: SSHA-GEHL

3) Humanities: 1 course
NEEDS: 1 COURSE
SELECT FROM: F:3B CCST060 CRES001 ENG 017 020 021 030 031 032 033 050 052 054 055
ENG 056(FA16 OR AFTER) OR GASP080B ENG 057(FA16 OR AFTER) 062 063 064 066 067
ENG 071 090 HIST005 008 010 011 016 017 027 OR CRES027 HIST030B 039 040 041
HIST042 060 070 071 PHIL001 002(SU14 OR AFTER) 003 004 009(SU14 OR AFTER)
SPAN004 050 051 060 WH 001 002 003 004 010

4) Arts or Humanities:
1 course from either the Arts or Humanities
1 COURSE TAKEN
SU06 MATHT121 4.0 TC Pre-calculus 1
MODESTO: MATH 121
>>MATCHED AS: SSHA-GEHL

The incorrect pseudo code was used, and now the course has been added to 2 sub-requirements instead of just one.

Deleting an Exception

To delete an exception that was added incorrectly or is no longer needed:


- 1) Go direct to the exceptions tab for the student
- 2) Find the exception that you want to delete
- 3) Check the delete button
 - a. Note: you can delete more than one by checking other delete boxes for other exceptions
- 4) Click the Delete button

Caution: once you have deleted an exception, the delete is not reversed. If you delete the wrong exception, you will need to add the exception again.

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](#)

#	Code	Audit Note	Pseudo Name	Course	Rcourse	Edit	Delete
1	ET	Introductions to Forensic A		ANTHT13	ESS-UDREQ		<input checked="" type="checkbox"/>

⚠ denotes an unconfigured exception type.
🔒 user is not authorized to edit exception.










[select all/select none](#)

Editing an Exception

To edit an exception because the pseudo code is incorrect or the exception is being added to more than one sub-requirement:

- 1) Go direct to the exceptions tab for the student
- 2) Find the exception that you want to edit
- 3) Click on the icon in the Edit column
- 4) You will be taken to the advanced view of the exception you are editing. Make the necessary changes like:
 - a. Update the pseudo code
 - b. Add/Remove courses being substituted
- 5) Make sure to save the exception
- 6) Run a new audit to make sure the updated exception is working

Exception List

Type	Code/Icon	When to Use	Example
Requirement Adjustment	RA 	Adjust a course requirement or sub-requirement list or adjust required counts and units. It also is used to add or remove a course condition code (i.e., "B" condition code for graduate courses to allow an S grade to meet requirement)	ENGR 050 fulfills ENGR 065 for a student in one sub-requirement
Requirement Adjustment- (Advanced Exception)	RA 	To allow a course of a different level (i.e., UG to take a GR course) to apply toward degree requirements.	UG takes the GR course, or UG takes the EX course.
Requirement Deletion	RD 	Delete a course from a requirement or sub-requirement list or adjust required counts and units.	Remove CHEM 010 not required for a student.
Requirement Modification	RM 	The requirement modification can replace existing accept and reject codes.	Allow *****99 courses to meet the requirement where all courses with the 'i' condition code is rejected
Requirement Substitutions	RS 	Course swapping/substitutions within one requirement.	Allow one course to meet the requirement instead of another course.
Course Substitutions	CS 	To substitute a course for an in-progress or completed course. It can also be used to add or remove a course condition code.	PSY 010 approved to substitute for ECON 010
Course Substitution with Title Match	CT 	Course substitution with course title match; course serves as another course.	EAPE 101 with a specific title approved to substitute for another course.
\$PLAN	MK	Used to add, swap, or replace a requirement with another requirement or program	Add the IGQB-MSII Plan to the student audit.
Force Course	FC 	Used to force a course into a sub-requirement	To force a course to be shared course between two Minors.
Force Course with Title Match	FT 	Used to force a course with a specific title match	To force a course with a specific title to satisfy a requirement.

Requirement Adjustment (RA): Used to adjust course level (UG taking GR, UG taking Ex, etc.)

- 1) Go directly to the Exceptions tab
- 2) Click Add Exception and choose RA exception code.
- 3) Pseudo-Course Name = REQLEVELG
- 4) Click Add Course
- 5) In the Course field, add the approved course to apply to a different level than taken.
NOTE: Don't forget to add spaces if needed.
- 6) Click Add to List.
- 7) Click Return.
- 8) Click "Save" and rerun the audit.

Edit Requirement Adjustment - Insert Course

Pseudo-Course Name	REQLEVELG
Audit Note	MATH 024 Approved
Required Sub-reqs (req level) or Courses (sub-req)	0
Required Units	0.00
Required Course Count (req level)	0
Required GPA	0.00
Accept Code 1	
Accept Code 2	
Reject Code 1	
Reject Code 2	
Max Hours	0.00
Max Hours Control	
Max Count/USECT	0
Assign condition code	
Memo - will not appear on audits	EX course approved to be subject credit only.
Authorized By	rschneider
Date	02222022
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Add Course

Remove

[select all/select none](#)

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
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Add Course

Course	MATH 024
Replacement Course	MATH 024
Match Control	Default
Year Term Range	202130

Edit Requirement Adjustment - Insert Course


Pseudo-Course Name	REQLEVELG
Audit Note	MATH 024 Approved
Required Sub-reqs (req level) or Courses (sub-req)	0
Required Units	0.00
Required Course Count (req level)	0
Required GPA	0.00
Accept Code 1	
Accept Code 2	
Reject Code 1	
Reject Code 2	
Max Hours	0.00
Max Hours Control	
Max Count/USECT	0
Assign condition code	
Memo - will not appear on audits	EX course approved to be subject credit only.
Authorized By	rschneider
Date	02222022

[select all/select none](#)

▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	MATH 024	MATH 024		202130	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Back to the Exceptions list](#)

Requirement Adjustment (RA): Used to adjust a course or required counts and units.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the pencil icon 
- 4) Make the needed adjustments as needed
- 5) Click the "Next" button once you have added at least one adjustment
- 6) Enter information in the Note and Memo field
- 7) Click "Save & Run" if you do not need to add more exceptions. Click "Save & Add Exception" if you have more exceptions to make

NOTE: The RA exception can also be used to add or remove a condition code for a course by entering advance exceptions.

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Subrequirement Modification Exception


Subrequirement
Introductory Requirement
Complete the following courses:

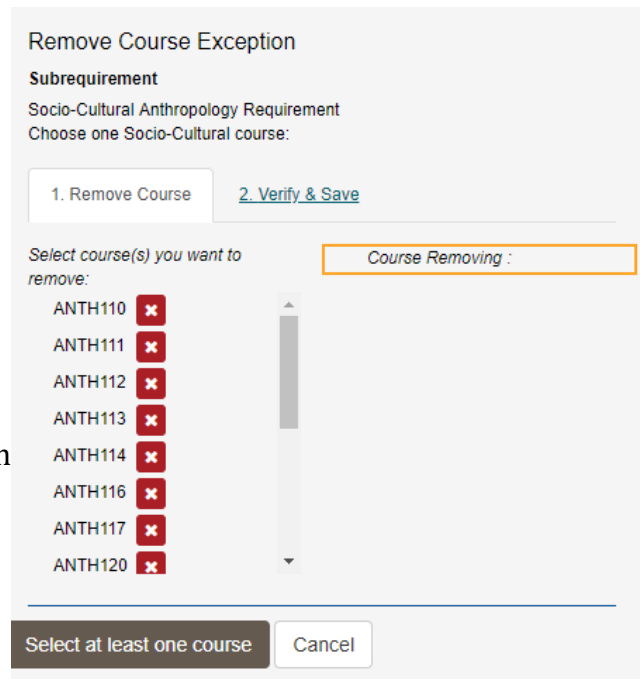
1. Subrequirement Modification [2. Verify & Save](#)

Required Course Count	Required Units
Original Value: 3	Original Value: 9
Adjust by: - 0 +	Adjust by: - 0.00 +
Required GPA	
Original Value: 0	
Adjust by: - 0.00 +	

[Alter at least one value](#) [Cancel](#)

Requirement Deletion (RD): Used to delete a course from a requirement or sub-requirement or to adjust required counts and units.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the minus icon 
- 4) Remove the courses you want by clicking the red box with the X
- 5) Click the "Next" button once you have removed at least one course
- 6) Enter information in the Note and Memo field
- 7) Click "Save & Run" if you do not need to add more exceptions. Click "Save & Add Exception" if you have more exceptions to make



Remove Course Exception

Subrequirement
Socio-Cultural Anthropology Requirement
Choose one Socio-Cultural course:

1. Remove Course 2. Verify & Save

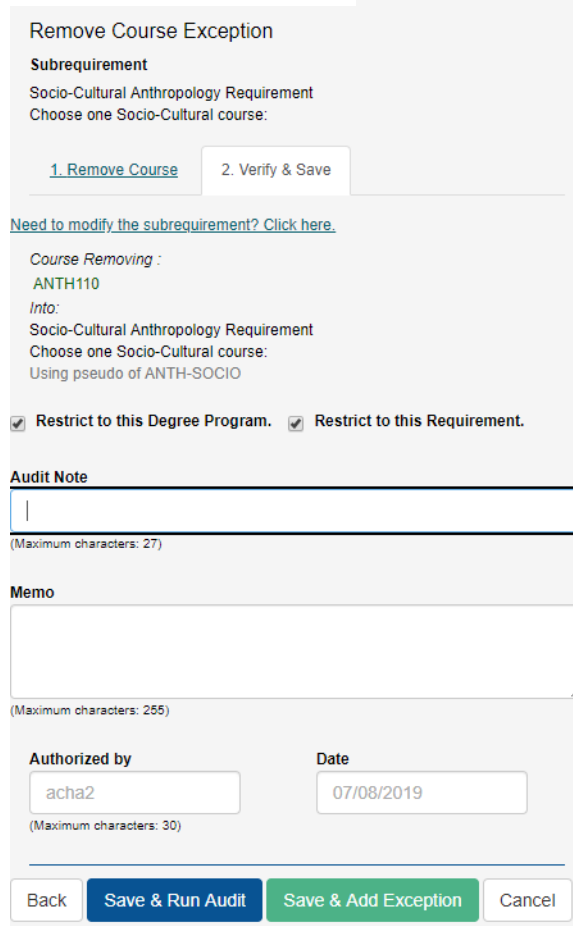
Select course(s) you want to remove:

Course Removing :

ANTH110 X
ANTH111 X
ANTH112 X
ANTH113 X
ANTH114 X
ANTH116 X
ANTH117 X
ANTH120 X

Select at least one course Cancel

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Remove Course Exception

Subrequirement
Socio-Cultural Anthropology Requirement
Choose one Socio-Cultural course:

1. Remove Course 2. Verify & Save

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

Course Removing :
ANTH110
Into:
Socio-Cultural Anthropology Requirement
Choose one Socio-Cultural course:
Using pseudo of ANTH-SOCIO

Restrict to this Degree Program. Restrict to this Requirement.


Audit Note
|
(Maximum characters: 27)

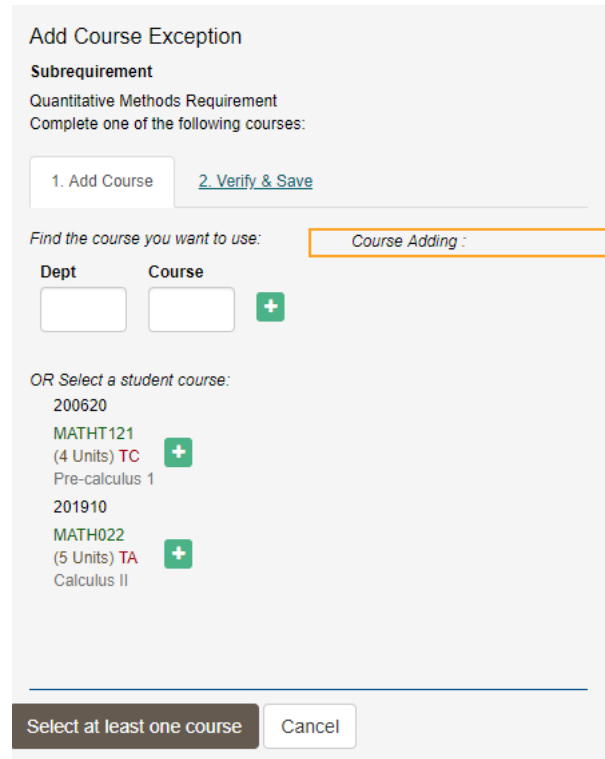
Memo
(Maximum characters: 255)

Authorized by **Date**
acha2 07/08/2019
(Maximum characters: 30)

Back Save & Run Audit Save & Add Exception Cancel

Requirement Modification (RM): allows modification of a sub-requirement to add a course or condition code.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the plus icon 
- 4) Add the courses you want by clicking the green box with the plus sign
- 5) Click the "Next" button once you have added at least one course
- 6) Enter information in the Note and Memo field
- 7) Click "Save & Run" if you do not need to add more exceptions. Click "Save & Add Exception" if you have more exceptions to make



Add Course Exception

Subrequirement
Quantitative Methods Requirement
Complete one of the following courses:

1. Add Course 2. Verify & Save

Find the course you want to use: Course Adding :

Dept	Course	
<input type="text"/>	<input type="text"/>	<input style="background-color: #27ae60; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>

OR Select a student course:

200620

MATH121
(4 Units) TC

Pre-calculus 1

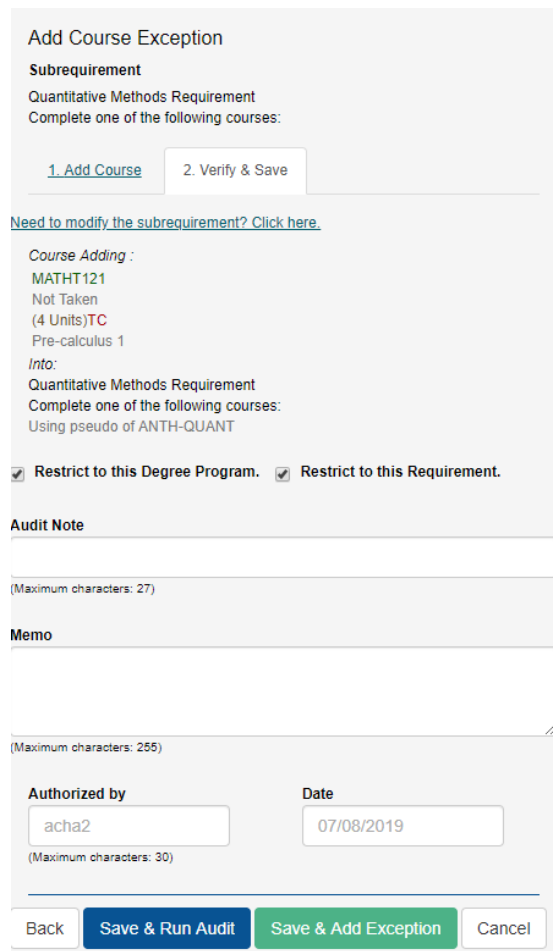
201910

MATH022
(5 Units) TA

Calculus II

Select at least one course Cancel

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Add Course Exception

Subrequirement
Quantitative Methods Requirement
Complete one of the following courses:

[1. Add Course](#) 2. Verify & Save

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

Course Adding :
MATH121
Not Taken
(4 Units)TC
Pre-calculus 1

Into:
Quantitative Methods Requirement
Complete one of the following courses:
Using pseudo of ANTH-QUANT

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

Requirement Substitution (RS): This allows for swapping/substituting courses within a requirement or sub-requirement.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the 2-way arrow icon 
- 4) Remove the course you want to swap by clicking the red box with the X
- 5) Click the "Next" button once you have removed at least one course
- 6) Add in the course that you want to swap within by clicking the green box with the plus sign
- 7) Click the "Next" button once you have added at least one course to swap
- 8) Enter information in the Note and Memo field
- 9) Click "Save & Run" if you do not need to add more exceptions. Click "Save & Add Exception" if you have more exceptions to make

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Swap Course Exception

Subrequirement
Additional Lower Division Requirement
Complete the following courses:

1. [Swap Out](#) 2. [Swap In](#) 3. [Verify & Save](#)

Find the course you want to use: Swapping In :

Dept	Course	
<input type="text"/>	<input type="text"/>	<input style="background-color: #28a745; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>

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

200620

MATH121
(4 Units) TC

Pre-calculus 1

201910

MATH022
(5 Units) TA

Calculus II

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Swap Course Exception

Subrequirement
Additional Lower Division Requirement
Complete the following courses:

1. [Swap Out](#) 2. [Swap In](#) 3. [Verify & Save](#)

Select course(s) you want to swap out: Swapping Out :

CSE 005

ECON010

MATH011

Swap Course Exception

Subrequirement
Additional Lower Division Requirement
Complete the following courses:

1. [Swap Out](#) 2. [Swap In](#) 3. [Verify & Save](#)

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

Swapping In :	Swapping Out :
MATH022	MATH011
Not Taken	
(5 Units) TA	
Calculus II	

Into:
Additional Lower Division Requirement
Complete the following courses:
Using pseudo of MBE-LDREQ

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

(Maximum characters: 27)

Memo


(Maximum characters: 255)

Authorized by **Date**

(Maximum characters: 30)

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Course Substitution (CS): This allows you to substitute a course (either completed or in progress) for another course. It also is used to add or remove a course condition code.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the lightning bolt icon to enter advance exceptions 
- 4) Select the CS exception code
 - a. Note: you can also access the CS exception by clicking on the exceptions tab and bypassing the need to run an initial audit. You will need to know the pseudo code if going this route.
- 5) Please enter the course you want to use as the substitution (this course should be IP or completed)
- 6) Enter the term (ex. 201830) of the course you want to substitute was taken
- 7) Enter the course you want to substitute out
- 8) Enter information in the Note and Memo field
- 9) Click "Save & Run" if you do not need to add more exceptions. Click "Save & Add Exception" if you have more exceptions to make

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Add Course Substitution	
Course Taken by Student	<input type="text" value="ECON010"/>
Year/Term	<input type="text" value="201830"/>
Substituted Course	<input type="text" value="PSY 010"/>
Audit Note	<input type="text" value="Substitution Approved"/>
Memo - will not appear on audits	<input type="text" value="Faculty approved course substitution"/>
Authorized By	<input type="text" value="acha2"/>
Date	<input type="text" value="07/08/2019"/>
<input type="button" value="Save & Run Audit"/> <input type="button" value="Save & Add Exception"/> <input type="button" value="Cancel"/>	

Course Substitution with Title Math (CT): The CT allows for further control by title, similar to the CS exception. Substitutes a course (either in progress or completed) for another course based on the title match.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the lightning bolt icon to enter advance exceptions 
- 4) Select the CT exception code
 - a. Note: you can also access the CT exception by clicking on the exceptions tab and bypassing the need to run an initial audit. You will need to know the pseudo code if going this route.
- 5) Enter the course you want to add as the substitute (this course should be IP or completed)
- 6) Enter the title of the course being added as the substitute
- 7) Enter the term (ex. 201830) of the course you are adding
- 8) Enter the course you want to substitute out
- 9) Enter information in the Note and Memo field
- 10) Click "Save & Run" if you do not need to add more exceptions. Click "Save & Add Exception" if you have more exceptions to make

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Add Course Substitution with Title Match

Course Taken by Student	<input type="text" value="TRANT111"/>
Title (Start title with *)	<input type="text" value="Probability and Stats"/>
Substituted Course	<input type="text" value="MATH032"/>
Year/Term	<input type="text" value="201830"/>
Add CC	<input type="text"/>
Remove CC	<input type="text"/>
Dprog	<input type="text" value="U1BS_ME"/> 
Memo	<input type="text"/>
Authorized By	<input type="text" value="acha2"/>
Date	<input type="text" value="07/08/2019"/>

Adding the \$PLAN Marker (MK): This exception is used to add or change the requirement within the degree program.

- 1) Go direct to the Exceptions Tab
- 2) Select the MK exception
- 3) Add in the Marker Name - \$PLAN
- 4) Type in the Replacement Name (if you are unsure of the replacement name, you can reach out to the Office of the Registrar)
- 5) Make sure the Replacement Type is 'Requirement.'
- 6) Save and run the audit to confirm that the audit is now pulling in the correct requirement.


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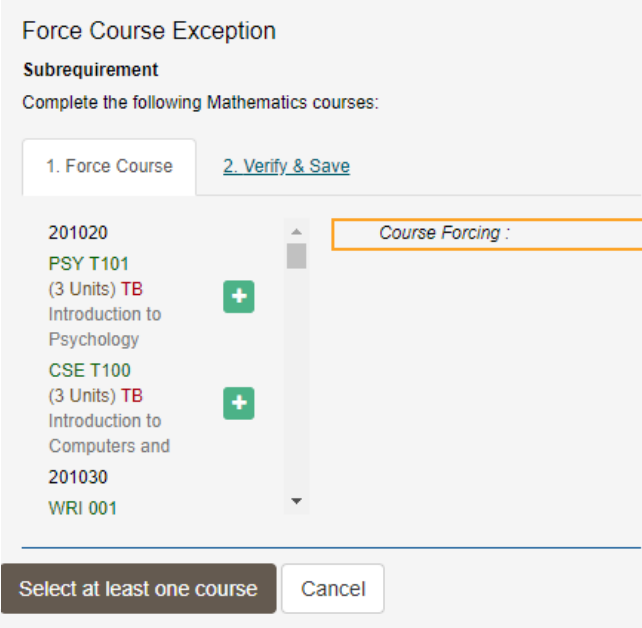
Add \$PLAN

Marker Name	<input type="text" value="\$PLAN"/>
Replacement Name	<input type="text" value="IGQB-MSII"/>
Replacement Type	<input type="text" value="Requirement"/>
Memo - will not display on audits	<input type="text" value="MS Track 2"/>
Authorized By	<input type="text" value="acha2"/>
Date	<input type="text" value="07/08/2019"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Force Course (FC): Used to force a course into a certain sub-requirement.

CAUTION: Forcing an In-Progress course is strongly discouraged. By forcing the course, it will cause the audit to bypass all rules and cause a D/F grade to satisfy a sub-requirement or allow the course to overshare between major and minor or sub-req to sub-req.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the arrow pointing down icon 
- 4) Add the courses you want by clicking the green box with the plus sign
- 5) Click the "Next" button once you have added at least one course
- 6) Enter information in the Note and Memo field
- 7) Click "Save & Run" if you do not need to add any more exceptions. Click "Save & Add Exception" if you have more exceptions to make



Force Course Exception

Subrequirement
Complete the following Mathematics courses:

1. Force Course 2. Verify & Save

201020
PSY T101
(3 Units) TB
Introduction to
Psychology +

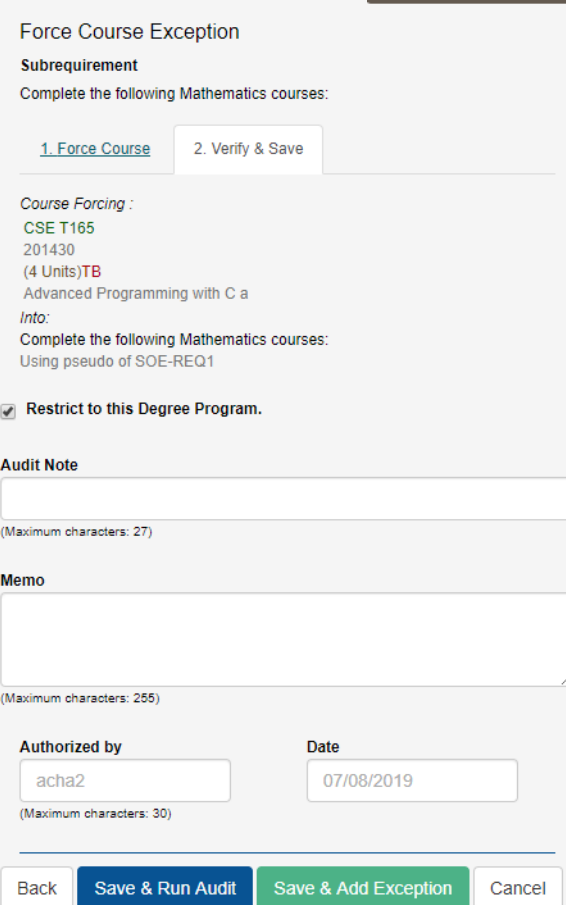
CSE T100
(3 Units) TB
Introduction to
Computers and
201030 +

WRI 001

Course Forcing :

Select at least one course Cancel

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Force Course Exception

Subrequirement
Complete the following Mathematics courses:

1. Force Course 2. Verify & Save

Course Forcing :
CSE T165
201430
(4 Units)TB
Advanced Programming with C a
Into:
Complete the following Mathematics courses:
Using pseudo of SOE-REQ1

Restrict to this Degree Program.

Audit Note

(Maximum characters: 27)

Memo


(Maximum characters: 255)

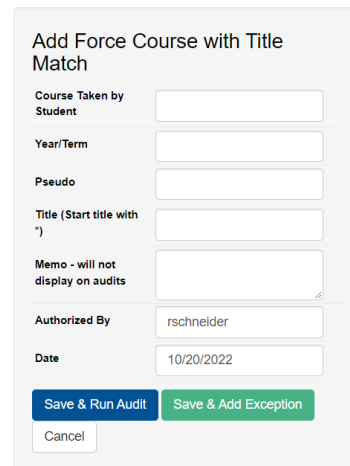
Authorized by **Date**
acha2 07/08/2019
(Maximum characters: 30)

Back Save & Run Audit Save & Add Exception Cancel

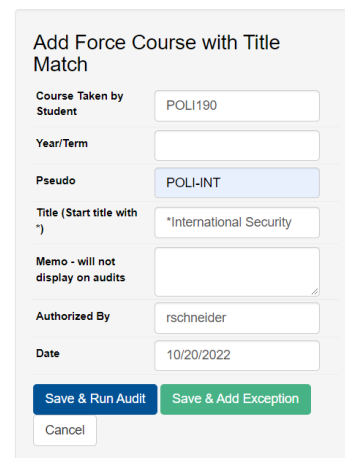
Force Course with title Match (FT): Used to force a course with multiple titles but the same prefix and course number.

CAUTION: Forcing In-Progress courses is strongly discouraged. By forcing the course, it will cause the audit to bypass all rules and cause a D/F grade to satisfy a sub-requirement or allow the course to overshare between major and minor or sub-req to sub-req.

- 1) Enter Exception Mode
- 2) Find the sub-requirement where you want to make the exception
- 3) Click on the arrow pointing down icon 
- 4) Click on the Force Course with Title Match FT.
- 5) Add the course you want by typing the information in the fields.
 - You will need to use an * before the course title, the Pseudo Name, and the course title.
- 6) Enter information in the Note and Memo field
- 7) Click “Save & Run” if you do not need to add any more exceptions. Click “Save & Add Exception” if you have more exceptions to make



The screenshot shows a form titled "Add Force Course with Title Match". It contains several input fields: "Course Taken by Student", "Year/Term", "Pseudo", "Title (Start title with *)", "Memo - will not display on audits", "Authorized By" (pre-filled with "rschneider"), and "Date" (pre-filled with "10/20/2022"). At the bottom, there are three buttons: "Save & Run Audit" (blue), "Save & Add Exception" (green), and "Cancel" (white).



The screenshot shows the same form as above, but with the following fields filled: "Course Taken by Student" (POLI190), "Pseudo" (POLI-INT), and "Title (Start title with *)" (*International Security). The "Authorized By" and "Date" fields remain pre-filled with "rschneider" and "10/20/2022" respectively. The buttons "Save & Run Audit", "Save & Add Exception", and "Cancel" are still present at the bottom.

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