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

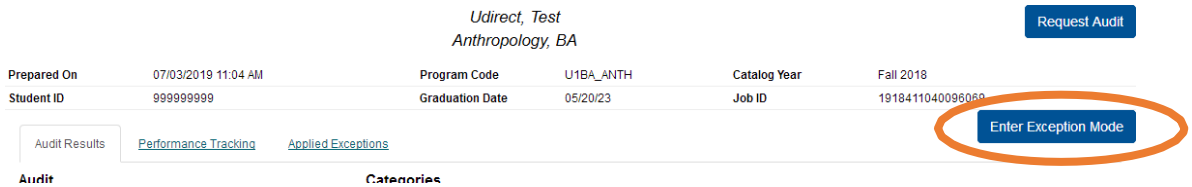
Before adding an exception, please ensure you have the correct permission and authorization. If you are unsure, please get in touch with your supervisor to confirm your access or email the Office of the Registrar at registrar@ucmerced.edu.

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 onthe last page.

To add an exception:

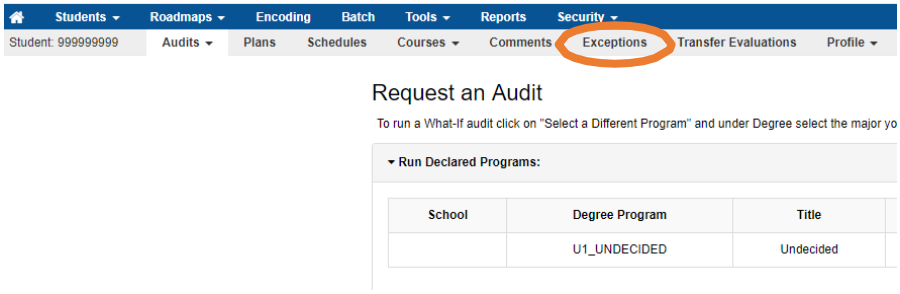
1) Log in to myDegreePath and search for the student.
2) Run the student's degree audit
3) Near the top right corner of the audit, click on "Enter Exception Mode."

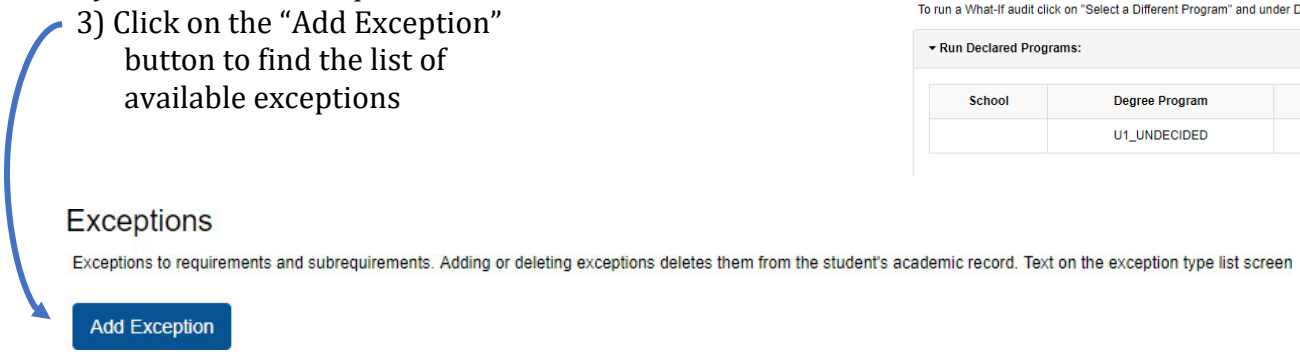


4) After entering exception mode, find the requirement you want to add the exception. You should see 3-6 icons on the right side of the requirement.
    a. Orange Icons will modify the requirement
    b. Green Icons will modify the courses to the requirement
5) All available exceptions and what they 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 andsearch for the student.
2) Click on the Exceptions Tab
3) Click on the "Add Exception" button to find the list of available exceptions

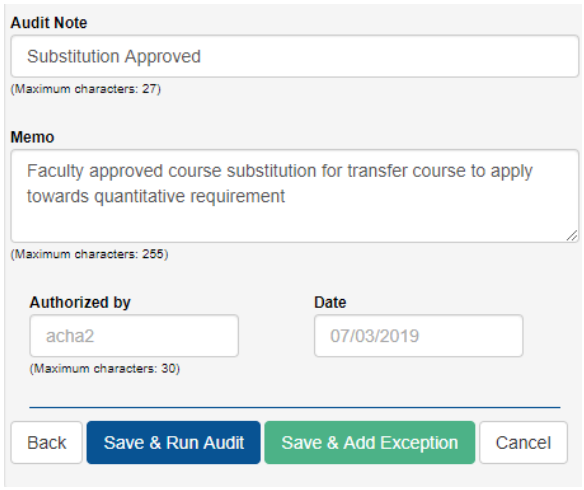




Information applying to all exceptions:

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.



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

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 youplan to make the exception.
    - **CAUTION**: We strongly recommend that you ensure the correct pseudo ispulled 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 beenadded to 2 sub-requirements instead of just one.

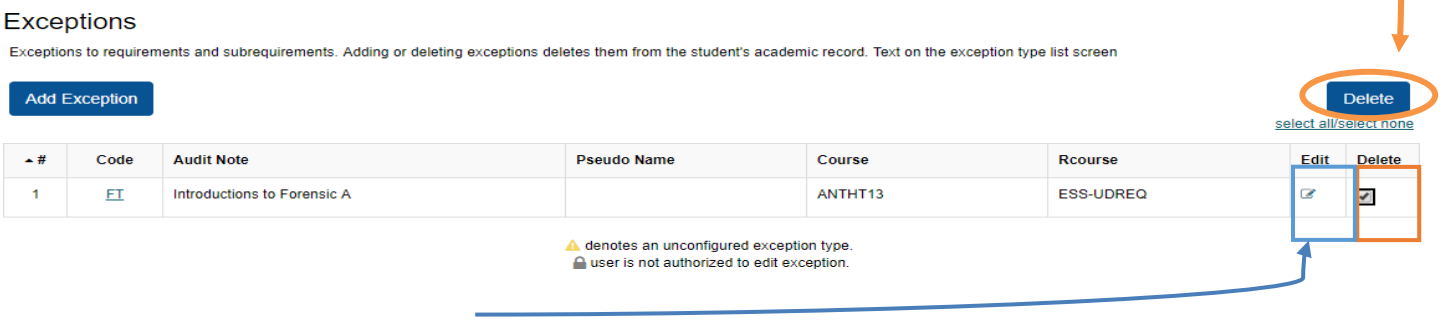
Date Revised: 10/20/22

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 deletethe wrong exception, you will need to add the exception again.



Editing an Exception

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

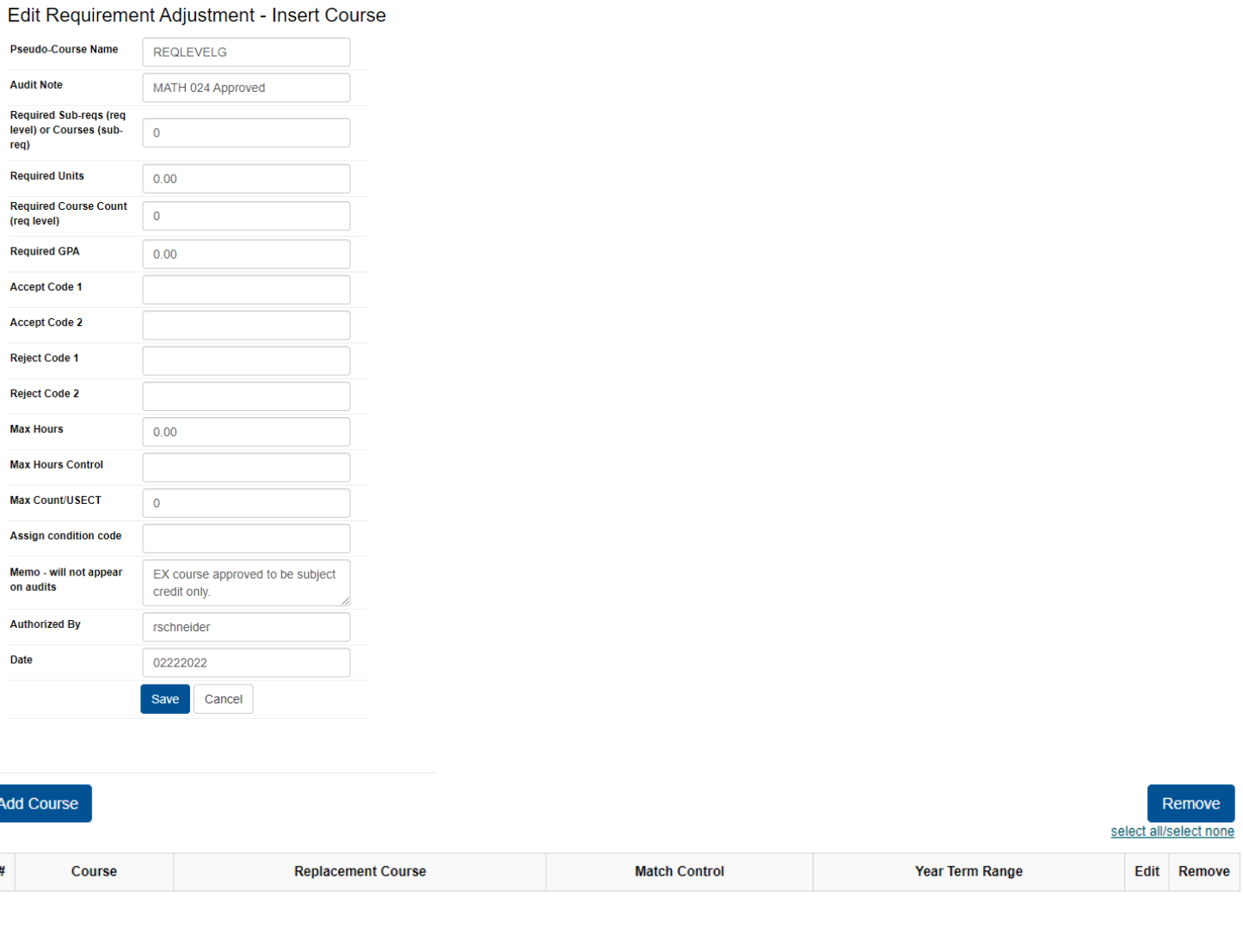
1) Go direct to the exceptions tab for the student
2) Find the exception that you want to edit
3) Click on the icon in the Edit column
4) You will be taken to the advanced view of the exception you are editing. Make the necessary changes like:
    a. Update the pseudo code
    b. Add/Remove courses being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

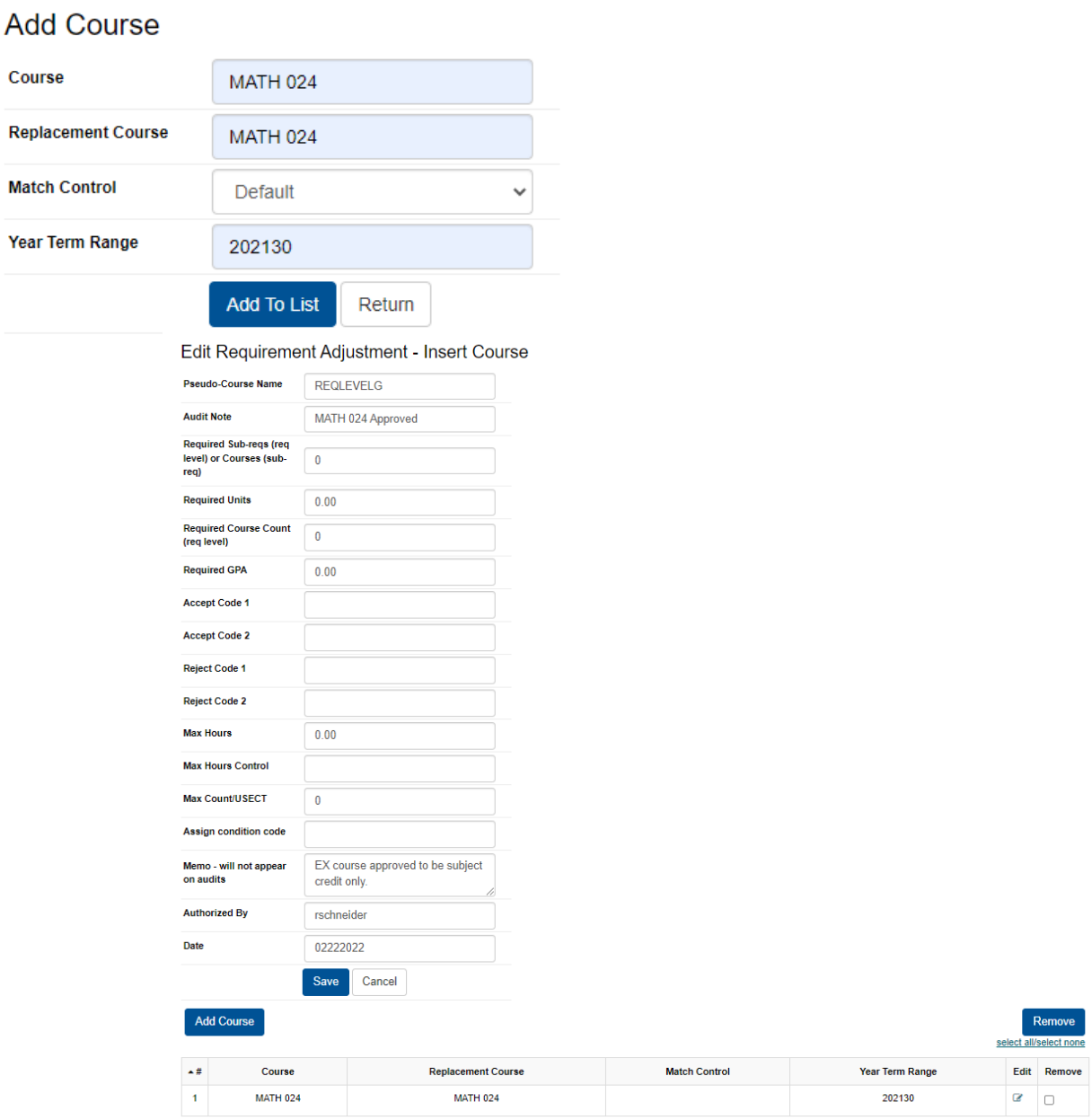
Exception List

Type	Code/Icon	When to Use	Example
Requirement Adjustment	RA	Adjust a course requirement or sub-requirementlist 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 allcourses 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.

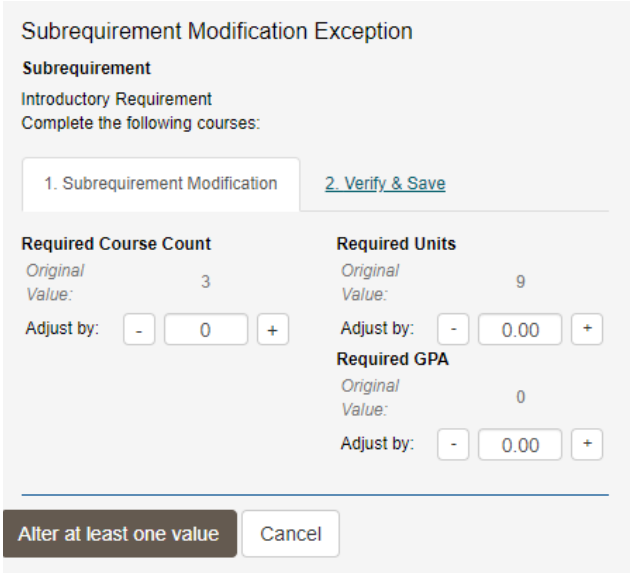




[Back to the Exceptions list]

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 tomake



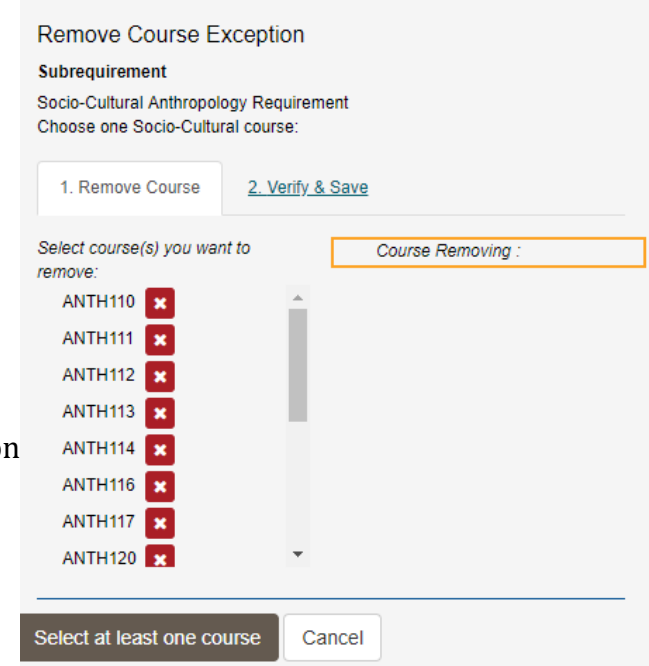
NOTE: The RA exception can also be used to add or remove a condition code for a course by entering advance exceptions.

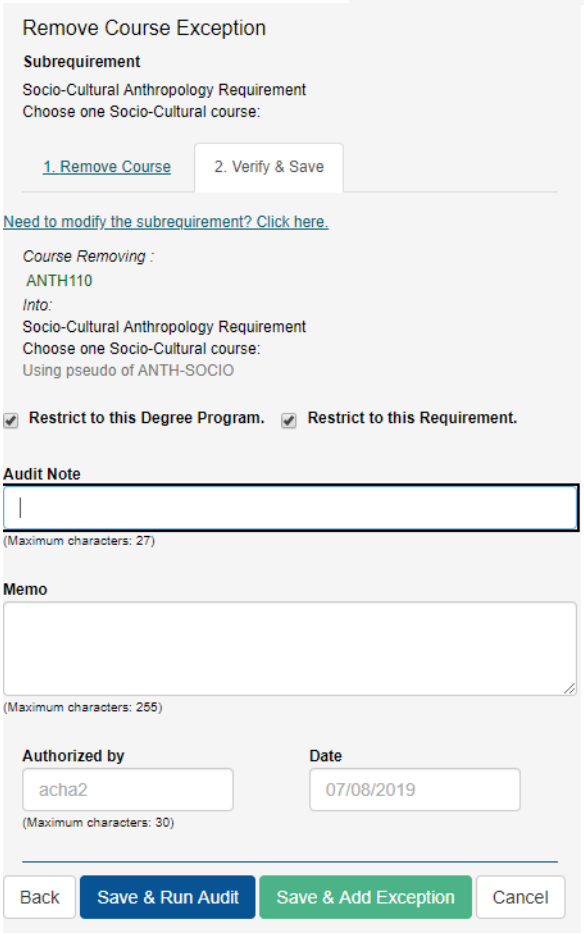
Back to the Exceptions list

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 tomake

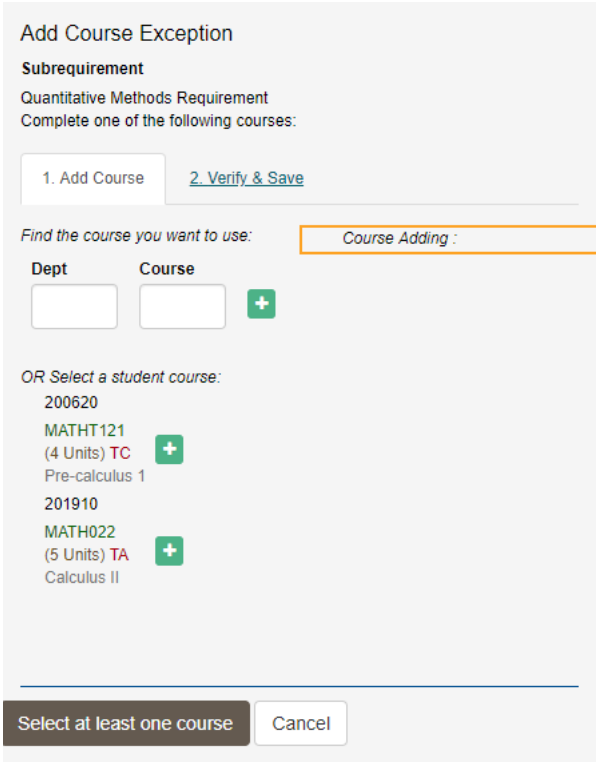
Back to the Exceptions list



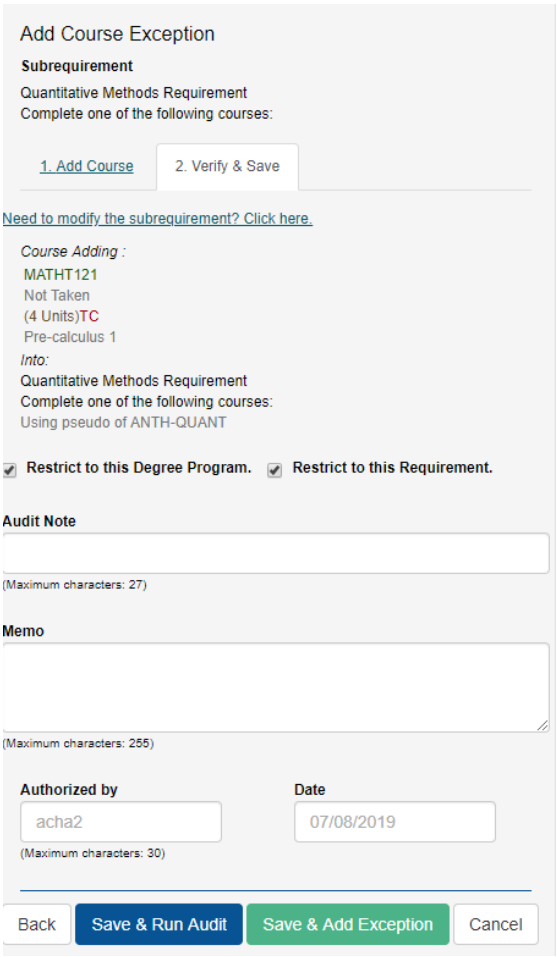


Requirement Modification (RM): allows modification of a sub-requirement to add a course or condition code.

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

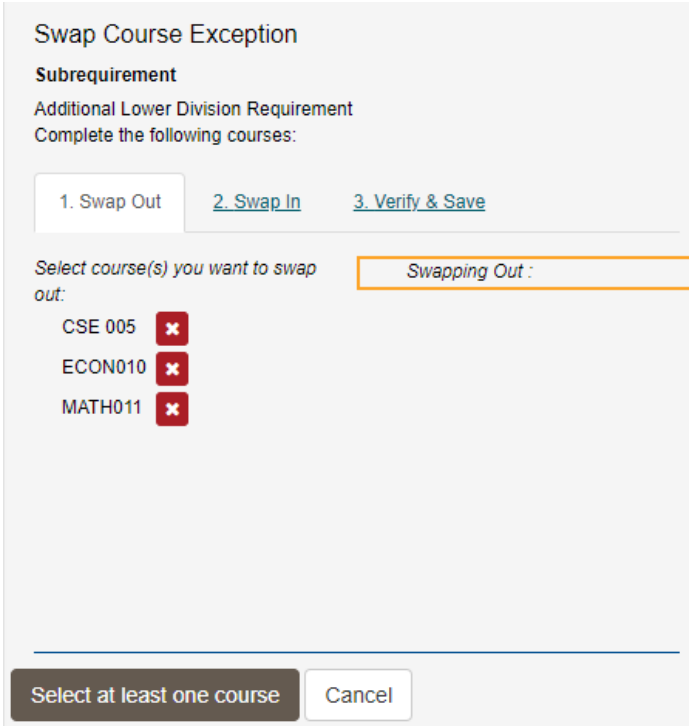


Back to the Exceptions list

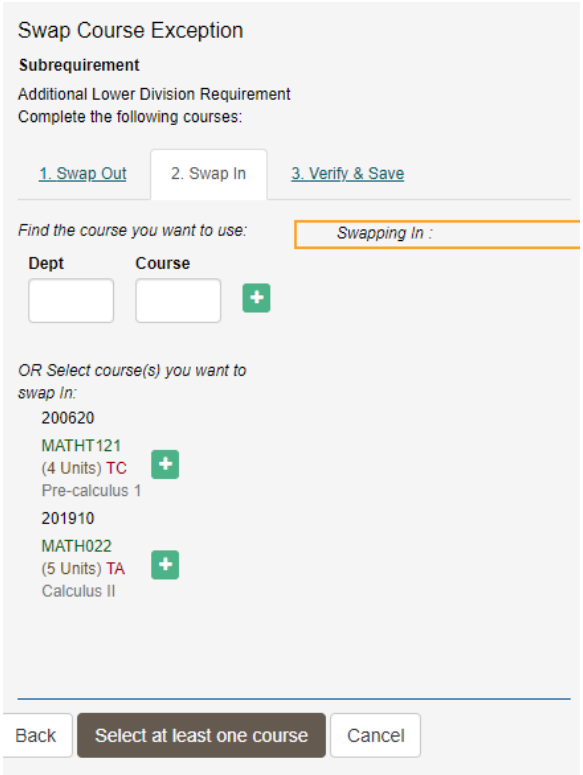


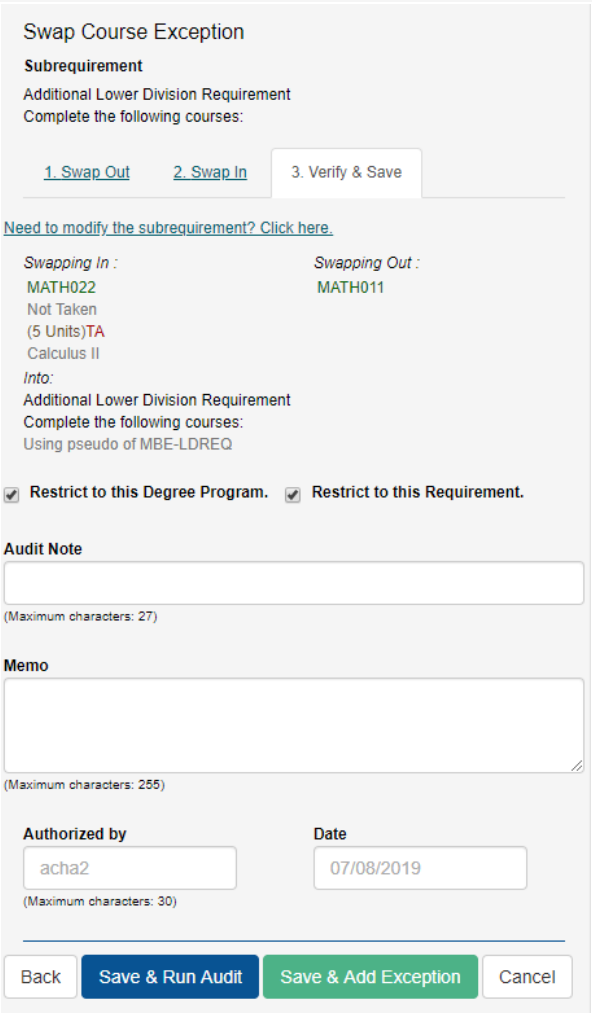
Requirement Substitution (RS): This allows for swapping/substituting courses within arequirement or sub-requirement.

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



Back to the Exceptions list

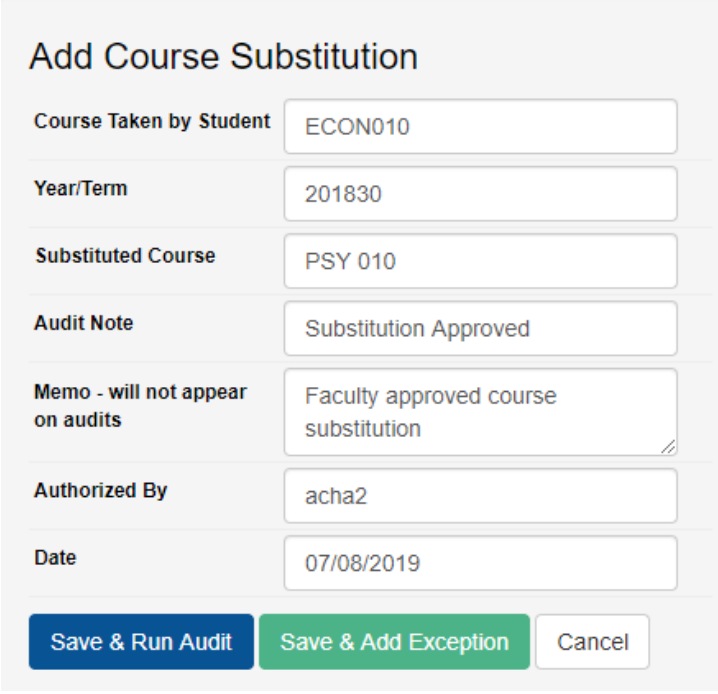




Course Substitution (CS): This allows you to substitute a course (either completed or in progress) for another course. It also is used to add or remove a course condition code.

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 orcompleted)
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

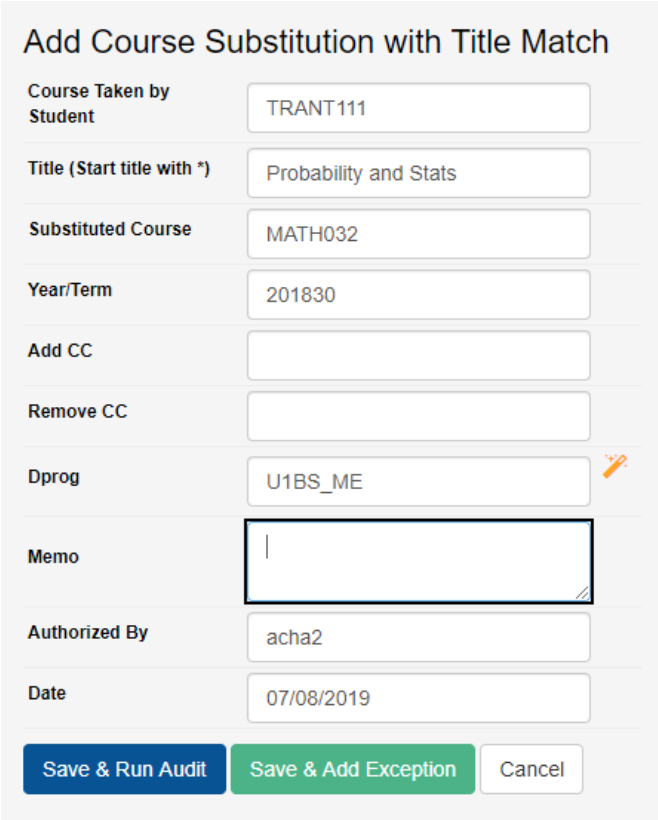
Back to the Exceptions list



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

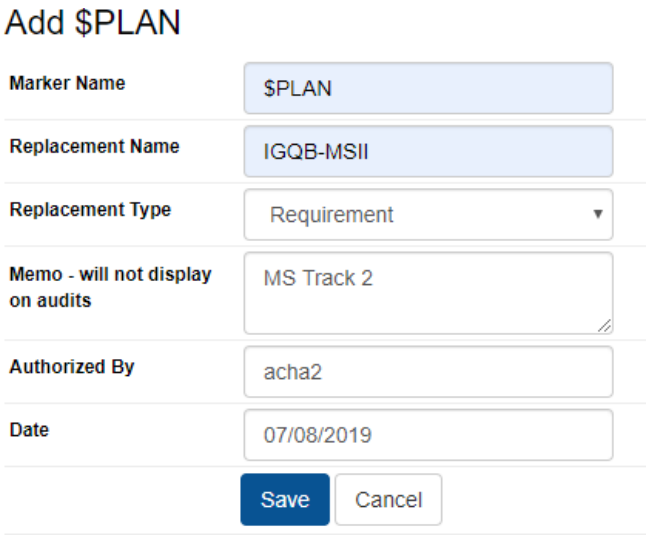
Back to the Exceptions list



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.

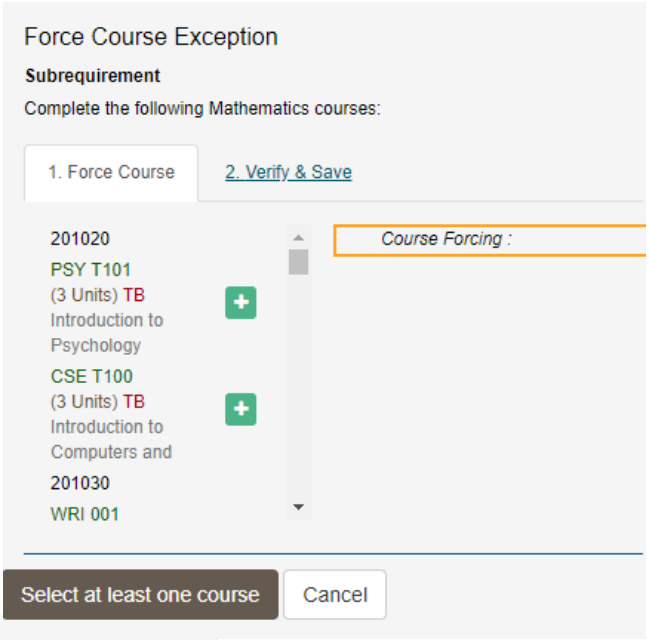
Back to the Exceptions list



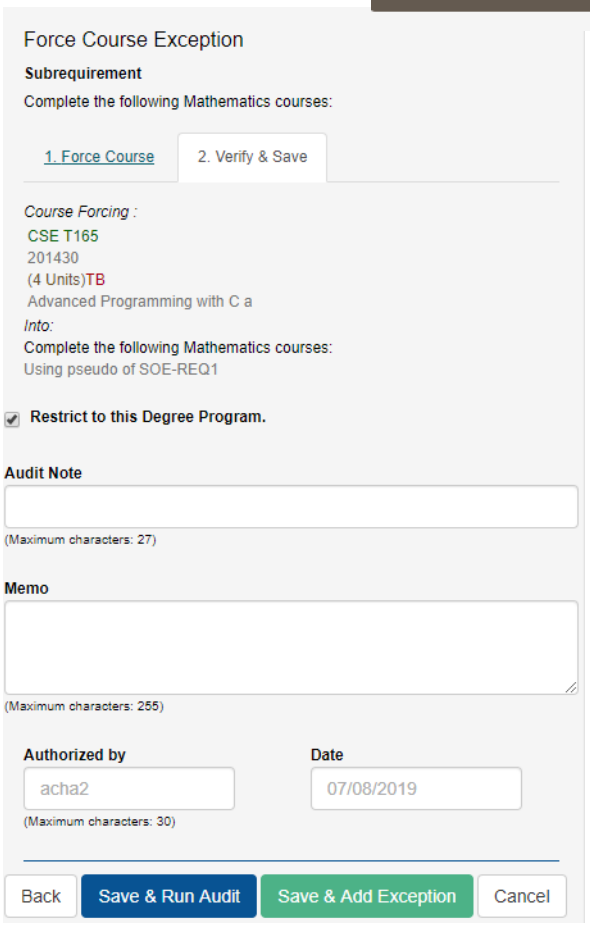
Force Course (FC): Used to force a course into a certain sub-requirement.

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



Back to the Exceptions list

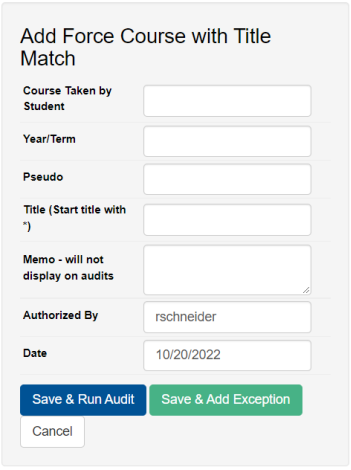


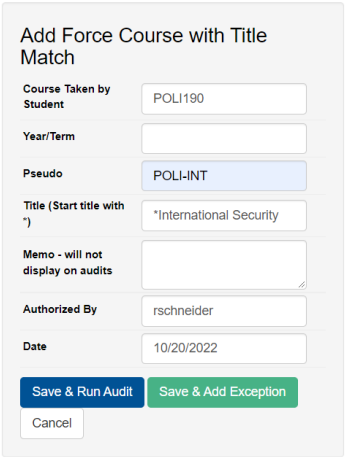
Date Revised: 10/20/22

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





Back to the Exceptions list