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

Before adding an exception, please make sure you have the correct permission and authorization. If you are unsure, please contact 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 into 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) A list of all available exceptions and what they do is 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 into 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
Information applying to all exceptions:

**Enter Notes/Memos of explanation or approval**

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

**Advance Exceptions**

- This icon provides you with flexibility and the option to select additional exceptions that are 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 make sure 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.

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, there is no reversing the delete. If you delete the 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 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 that 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

<table>
<thead>
<tr>
<th>Type</th>
<th>Code/Icon</th>
<th>When to Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Adjustment</td>
<td>RA</td>
<td>To 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)</td>
<td>ENGR 050 fulfills ENGR 065 for a student in one sub-requirement</td>
</tr>
<tr>
<td>Requirement Adjustment (Advanced Exception)</td>
<td>RA</td>
<td>To allow a course of a different level (i.e., UG to take a GR course) to apply towards degree requirements.</td>
<td>UG takes GR course, or UG takes EX course.</td>
</tr>
<tr>
<td>Requirement Deletion</td>
<td>RD</td>
<td>To delete a course from a requirement or sub-requirement list or to adjust required counts and units.</td>
<td>Remove CHEM 010 not required for a student</td>
</tr>
<tr>
<td>Requirement Modification</td>
<td>RM</td>
<td>The requirement modification can replace exiting accept and reject codes.</td>
<td>Allow *****99 course to meet requirement where all courses with ‘i’ condition code are rejected.</td>
</tr>
<tr>
<td>Requirement Substitutions</td>
<td>RS</td>
<td>Course swapping/substitutions within one requirement.</td>
<td>Allow one course to meet the requirement, instead of another course.</td>
</tr>
<tr>
<td>Course Substitutions</td>
<td>CS</td>
<td>To substitute a course for an in-progress or completed course. It can also be used to add or remove a course condition code</td>
<td>PSY 010 approved to substitute for ECON 010</td>
</tr>
<tr>
<td>Course Substitution with Title Match</td>
<td>CT</td>
<td>Course substitution with course title match; course serves as another course.</td>
<td>EAPE 101 with a specific title approved to substitute for another course.</td>
</tr>
<tr>
<td>$PLAN</td>
<td>MK</td>
<td>Used to add, swap, or replace a requirement with another requirement or program</td>
<td>Add the IGQB-MSII Plan to the student audit.</td>
</tr>
<tr>
<td>Force Course</td>
<td>FC</td>
<td>Used to force a course into a sub-requirement</td>
<td>To force a course to be the shared course between two minors</td>
</tr>
</tbody>
</table>
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 TA exception type.
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 and/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 1 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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**Requirement Deletion (RD):** Used to delete a course from a requirement or sub-requirement and/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 1 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
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 1 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/substitutions of 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 1 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 1 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
Course Substitution (CS): This allows for 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 in 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 in 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 in 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 in 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.

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**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 1 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

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