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

Before trying to add an exception, please make sure you have the correct permission and/or 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 how to remove 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 recommend 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

* 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 on the student’s audit. A student can view a Note on the online audit and on the print version audit (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.

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

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1  COURSE TAKEN

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Units</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU06</td>
<td>MATHT121</td>
<td>4.0</td>
<td>TC</td>
<td>Pre-calculus 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MODESTO: MATH 121</td>
</tr>
</tbody>
</table>

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Audit Note:

- **Substitution Approved**

Memo:

- **Faculty approved course substitution for transfer course to apply towards quantitative requirement**

Authorized by: acha2  Date: 07/03/2019
### ENTERING EXCEPTIONS

**Last Revised July 3, 2019**

<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 to a requirement or sub-requirement list and/or to adjust required counts and units. It also be used to add or remove a course condition code (i.e. &quot;B&quot; 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 Deletion</td>
<td>RD</td>
<td>To delete a course from a requirement or sub-requirement list and/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>Requirement modification that can replace existing 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 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 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>
Advance Exceptions

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

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The incorrect pseudo code was used and now the course has been added to 2 sub-requirements instead of just one.
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 any 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. See the Direct Exceptions section
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 any more exceptions. Click “Save & Add Exception” if you have more exceptions to make.

Back to Exceptions list
Requirement Modification (RM): allows for 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 any more exceptions. Click “Save & Add Exception” if you have more exceptions to make

Back to Exceptions list
Requirement Substitution (RS): 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 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 with in 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 any more exceptions. Click “Save & Add Exception” if you have more exceptions to make
**Course Substitution (CS):** Allows for you to substitute a course (either completed or in progress) for another course. It also be 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) Enter in the course you want to us 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 any more exceptions. Click “Save & Add Exception” if you have more exceptions to make

[Back to Exceptions list](#)
Course Substitution with Title Math (CT): Like the CS exception, except the CT allows for further control by title. Substitutes a course (either in progress or completed) for another course based on 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 any more exceptions. Click “Save & Add Exception” if you have more exceptions to make

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

**CAUTION:** Forcing an In-Progress course is strongly discouraged. This will cause the audit to by-pass all rules and cause a D/F grade to satisfy a sub-requirement or allow course to over share 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

Back to Exceptions list
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 delete 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 advance 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