

## **Degree Progress Report – Exception Processing**

The Degree Progress Report (DPR) is a guide to assist students in reviewing their academic progress towards degree completion and is used in the final degree clearance process. At times, exceptions to requirements are granted to a student.

### **Explanation of Exceptions**

There are four (4) types of exceptions:

- **Course Directive (pages 3-6)**
  - Use when you want to direct a specific course to be used in a requirement
  - Use when you want to exclude a specific course from being used in a requirement
  - A Course Directive only applies to the requirement line where it was processed – it does not affect any other requirement lines where the same course may exist
  - This is the preferred way to create a course substitution
- **Requirement Change (pages 7-8)**
  - Use when you want to change requirement parameters (i.e., 4 required courses instead of 5 required courses – or – 10 credits required instead of 12 credits required)
- **Requirement Waiver (pages 9-10)**
  - Use when you want to waive a Requirement (RQ) or Requirement Line (L)
- **Create Course Substitution (pages 17-19)**
  - Use when you want to substitute one course for another
  - A course used in a Course Substitution will affect all requirements where that course exists (within the same career)
  - CAUTION!! The substituted course is treated as if it is the required course – once a course is identified as a substitute for another course, its former identity no longer exists. The course substitution process changes the course identity of the substituted course!

### **Exception Methods**

There are two (2) methods that can be used to process exceptions: (1) directly in the DPR and (2) utilizing PeopleSoft Proper. The preferred method is directly in the DPR, however, if a change to an existing exception is needed, you must use PeopleSoft Proper.

Note: Course Substitutions must be processed via PeopleSoft Proper

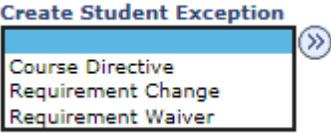
**Notes about Exceptions**

If an exception has already been processed on the Requirement or Requirement Line Item, you must access the exception via PeopleSoft Proper to make a change to the exception. Only one (1) of each exception type may exist on a Requirement or Requirement Line Item.

The Create Student Exception drop-down only appears on Requirement Line Items that are not satisfied. If an exception needs to be processed on a Requirement or Requirement Line Item that is already satisfied, you must enter the exception via PeopleSoft Proper.

**Lesson 1: Exception Processing Directly in the DPR**

Access the student’s DPR, either via PeopleSoft Proper or the Student Center, as directed in the “Producing a Degree Progress Report” documentation.

What you do	What happens/Notes
1. Access the student’s DPR.	The student’s DPR is displayed
2. Scroll through the DPR and locate the Requirement Line Item where an exception is to be processed	
3. To the right of the Requirement Line Item, click on the “Create Student Exception” drop-down, select the appropriate exception to be processed, and click on the double-arrow button  	The Authorize Student Exceptions page is displayed

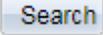
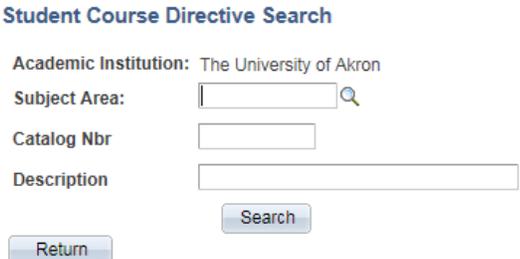
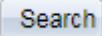
## Course Directives

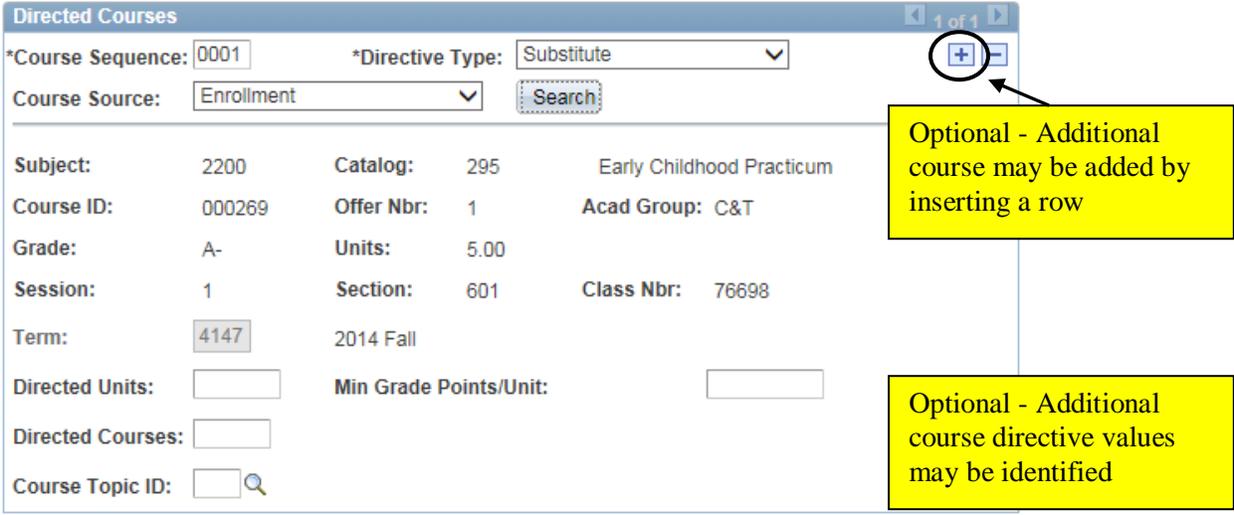
The Course Directive exception is the preferred method for course substitutions

- Use when you want to direct a specific course to be used in a requirement
- Use when you want to exclude a specific course from being used in a requirement
- A Course Directive only applies to the requirement line where it was processed – it does not affect any other requirement lines where the same course may exist

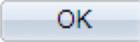
What you do	What happens/Notes
<p><b>Authorize Student Exceptions</b></p> <p>Advisement Override: 000002986      User ID: Wendy Welday</p> <p>*Effective Date: 06/20/2017      *Status: Active</p> <p>*Description: 315000BS in Chemistry (RG 4230)      Short Description: 315000BS i</p> <p>Long Description: <input type="text"/></p> <hr/> <p><b>Override Details</b></p> <p>*Academic Institution: AKRON      The University of Akron</p> <p>*Academic Career: UGRD      Undergraduate</p> <p>Academic Program: UNIVU      The University of Akron UG</p> <p>Academic Plan: 315000BS      Chemistry</p> <p>Academic Sub-Plan: <input type="text"/></p> <p>*Selection Code: Student</p> <p>*Selection Data: 1883490</p> <p>*Operation Code: Course Directive</p> <p>OK    Cancel    Apply</p>	<p>Enter an appropriate note in the Long Description field.</p> <p>Click on the Create Exception link</p>
<p>1. Select <b>Long Description</b></p>	<p>Enter an appropriate note regarding the exception  <b>NOTE: Information entered in this field is viewable to the student in the DPR!!</b></p> <p>Enter information such as:</p> <ul style="list-style-type: none"> <li>• Approved by (name)</li> <li>• 3150:151 approved by (name)</li> </ul>
<p>2. Click on the <a href="#">Create Exception</a> link</p>	<p>The Directed Courses page is displayed</p>

What you do	What happens/Notes
<p><b>Authorize Student Exceptions</b></p> <p><b>Direct Courses to</b></p> <p>Requirement Group: 004230      BS in Chemistry</p> <p>Requirement: 000001532      Chemistry Core</p> <p>Line Nbr: 0010      Core - Part 1</p> <hr/> <p><b>Directed Courses</b></p> <p>*Course Sequence: 0001      *Directive Type: Substitute</p> <p>Course Source: Enrollment      Search</p> <p>Subject:      Catalog:</p> <p>Course ID:      Offer Nbr:</p> <p>Term: <input type="text"/> 🔍</p> <p>Directed Units: <input type="text"/>      Min Grade Points/Unit: <input type="text"/></p> <p>Directed Courses: <input type="text"/></p> <p>Course Topic ID: <input type="text"/> 🔍</p> <p>OK      Cancel      Apply</p>	<p>Values directing where the exception is to be applied are automatically filled in</p> <p>Select the appropriate Directive Type and Course Source</p>
<p>3. Select <b>Directive Type</b></p>	<p><b>Substitute</b> = Substitute one course for another</p> <p><b>Exclude</b> = Exclude a course from being used</p>
<p>4. Select <b>Course Source</b></p>	<p><b>Course Offerings:</b> select the course using the course catalog. This option <b>MUST</b> be used if the student has not yet enrolled/completed the course. May also be used if the student has taken the course.</p> <p><b>Enrollment:</b> select the course from the student’s enrollment record. The student must have taken or be enrolled in the course to use this option.</p> <p><b>Other Credit:</b> select the course from the student’s posted Other Credit. Courses must be posted to the student’s Other Credit to use this option.</p> <p><b>Test Credit:</b> select the course from the student’s posted Test Credit. Courses must be posted to the student’s Test Credit to use this option.</p> <p><b>Transfer Courses:</b> select the course from the student’s posted Transfer Credit. Courses must be posted to the student’s Transfer Credit to use this option.</p>

What you do	What happens/Notes
5. Click on the  button	The Student Course Directive Search page is displayed 
6. Enter the Subject Area and Catalog Nbr values in the appropriate fields and click on the  button  <b>NOTE:</b> If searching for a course the student has completed, these fields may be left blank. All courses the student has completed for the Course Source selected will be displayed	The Course Selection page is displayed
7. Click on the Select Course <input checked="" type="checkbox"/> icon for the course to be used/excluded	The Directed Courses page is returned



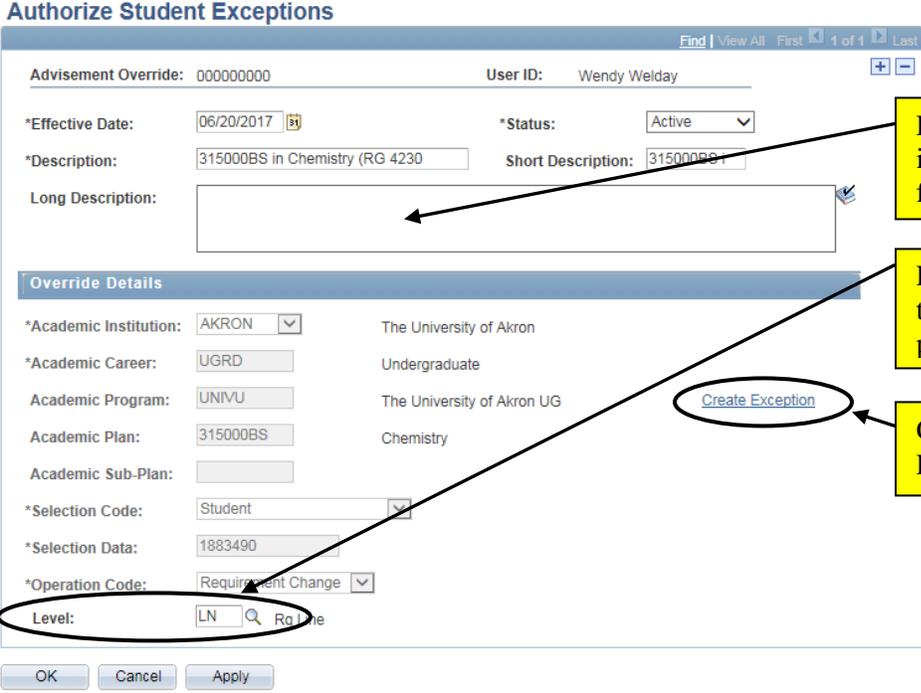
The screenshot shows the 'Directed Courses' interface. At the top, there are fields for '\*Course Sequence: 0001', '\*Directive Type: Substitute', and 'Course Source: Enrollment'. A 'Search' button is visible. Below these are fields for Subject (2200), Catalog (295), Course ID (000269), Offer Nbr (1), Grade (A-), Units (5.00), Session (1), Section (601), Term (4147), and Class Nbr (76698). There are also fields for 'Directed Units', 'Directed Courses', and 'Course Topic ID'. A circled '+' icon in the top right corner of the interface is highlighted with a yellow callout box that says 'Optional - Additional course may be added by inserting a row'. Another yellow callout box at the bottom right says 'Optional - Additional course directive values may be identified'.

What you do	What happens/Notes																										
<p><b>8. Optional:</b></p> <p>If additional criteria is needed for the course, enter the appropriate information</p> <p>Grade Point List:</p> <table border="1" data-bbox="261 520 501 1108"> <thead> <tr> <th>Grade</th> <th>Grade Points</th> </tr> </thead> <tbody> <tr><td>A</td><td>4</td></tr> <tr><td>A-</td><td>3.7</td></tr> <tr><td>B+</td><td>3.3</td></tr> <tr><td>B</td><td>3</td></tr> <tr><td>B-</td><td>2.7</td></tr> <tr><td>C+</td><td>2.3</td></tr> <tr><td>C</td><td>2</td></tr> <tr><td>C-</td><td>1.7</td></tr> <tr><td>D+</td><td>1.3</td></tr> <tr><td>D</td><td>1</td></tr> <tr><td>D-</td><td>0.7</td></tr> <tr><td>F</td><td>0</td></tr> </tbody> </table>	Grade	Grade Points	A	4	A-	3.7	B+	3.3	B	3	B-	2.7	C+	2.3	C	2	C-	1.7	D+	1.3	D	1	D-	0.7	F	0	<p><b>Term:</b> Will automatically fill in for all options except Course Offerings. If using Course Offerings, you can either indicate that this directive only applies to the term specified or leave it blank to indicate it applies to all terms</p> <p><b>Directed Units:</b> Enter the number of units (credits) you want to be used. If all units (credits) for the course are to be used for this directive, leave this field blank</p> <p><b>Min Grade Points/Unit:</b> Identify the minimum grade value acceptable for this directive. For example, if the requirement states that a course must have a C or better, but the exception is to allow a course with a D, enter 1.0 in this field to allow the D to be applied. The value to use in this field is the grade point value (see Grade Point list)</p> <p><b>Directed Courses:</b> Enter the number of courses you want used in the requirement</p> <p><b>Course Topic ID:</b> Enter the topic ID number for a course if a specific topic is to be used in this directive</p>
Grade	Grade Points																										
A	4																										
A-	3.7																										
B+	3.3																										
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B-	2.7																										
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C	2																										
C-	1.7																										
D+	1.3																										
D	1																										
D-	0.7																										
F	0																										
<p><b>9. Optional:</b></p> <p>If additional courses need to be added to this exception, click on the insert row  button</p>	<p>Complete steps #3 - #8 for each row added to this exception</p>																										
<p>10. Once all course information has been entered for this exception, click on the  button</p>	<p>The Authorize Student Exceptions page is returned</p>																										
<p>11. Click on the  button</p>	<p>The student's DPR is returned</p>																										
<p>12. Re-run the student's DPR to view the exception processed.</p>	<p>A note will appear within the course list. Click on the note number to view the description</p>																										
 <p>The screenshot shows a web interface for a Degree Progress Report. At the top, there are fields for course ID (3150 401), course name (Biochemistry Lecture I), credits (3.00), and term (2017 Fall). A note number '03' is circled in red. Below the report title, there is a link 'Return to Degree Progress Report'. A table with two columns, 'Note' and 'Description', is shown. The first row contains the note number '03' and the description 'approved substitution'. An arrow points from the circled note number to the description in the table.</p>																											

## Requirement Changes

The Requirement Change exception is used to make a change to the Requirement Line Item parameters. For example,

- Changing the Requirement Line Item to 4 required courses instead of 5 required courses
- Changing the Requirement Line Item to 10 credits required instead of 12 credits required

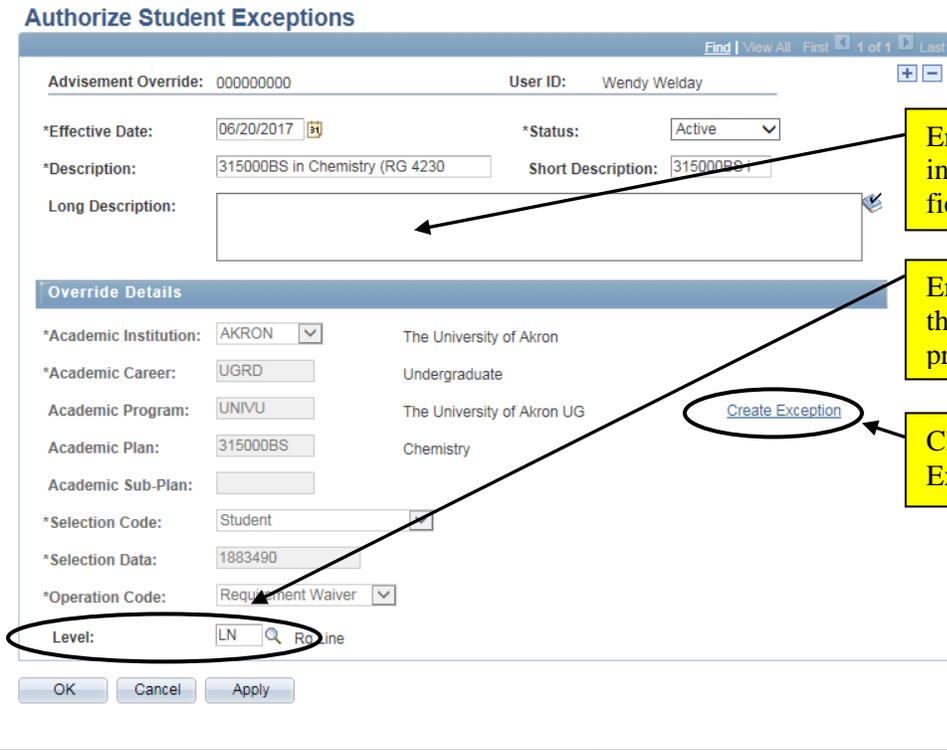
What you do	What happens/Notes
	<p>Enter an appropriate note in the Long Description field.</p> <p>Enter the level at which the exception is to be processed</p> <p>Click on the Create Exception link</p>
<p>1. Select <b>Long Description</b></p>	<p>Enter an appropriate note regarding the exception  <b>NOTE: Information entered in this field is viewable to the student in the DPR!!</b></p> <p>Enter information such as:</p> <ul style="list-style-type: none"> <li>• Approved by (name)</li> <li>• 3150:151 approved by (name)</li> </ul>
<p>2. Select <b>Level</b></p>	<p>Enter the level at which the exception is to be processed:</p> <p><b>LN</b> (Requirement Line Level)  <b>RQ</b> (Requirement Level)</p>
<p>3. Click on the <a href="#">Create Exception</a> link</p>	<p>The Requirement Line to Change page is displayed</p>

What you do	What happens/Notes
<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Authorize Student Exceptions</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Requirement Line to Change</b></p> <p>Requirement Group: <input type="text" value="004230"/> BS in Chemistry</p> <p>Requirement: <input type="text" value="000001532"/> Chemistry Core</p> <p>Line Nbr: <input type="text" value="0010"/> Core - Part 1</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>New Values</b></p> <p>Minimum Units: <input type="text"/> Maximum Units Allowed: <input type="text"/></p> <p>Minimum Courses: <input type="text" value="12"/> Maximum Courses Allowed: <input type="text"/></p> </div> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/> </p> </div> <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Values directing where the exception is to be applied are automatically filled in</p> </div> <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Values encoded in the Requirement Line Item will populate in the appropriate field</p> </div>	
<p>4. Enter new value(s) in the appropriate field</p>	<p>These values should be the exception value. For example, if the required courses is currently 12, but the exception is to reduce this number by 2, the new exception value is 10.</p>
<p>5. Once the new values have been entered for this exception, click on the <input type="button" value="OK"/> button</p>	<p>The Authorize Student Exceptions page is returned</p>
<p>6. Click on the <input type="button" value="OK"/> button</p>	<p>The student's DPR is returned</p>
<p>7. Re-run the student's DPR to view the exception processed.</p>	<p>A note will appear within the Requirement or Requirement Line indicating that the required units or courses have been changed</p>
<p><span style="color: red; font-size: 2em;">✘</span> <b>Not Satisfied:</b> Complete the following 26 courses with the grade of "C" or better</p> <p><b>Note 01: Required units or courses have been changed.</b></p> <ul style="list-style-type: none"> <li>• Courses: 25 required, 16 taken, 9 needed</li> </ul>	

## Requirement Waivers

The Requirement Waiver exception is used to waive an entire Requirement (RQ) or entire Requirement Line (L). For example,

- Waiving a language requirement for the student
- Waiving a pre-admission requirement for the student

What you do	What happens/Notes
	<p>Enter an appropriate note in the Long Description field.</p> <p>Enter the level at which the exception is to be processed</p> <p>Click on the Create Exception link</p>
<p>1. Select <b>Long Description</b></p>	<p>Enter an appropriate note regarding the waiver  <b>NOTE: Information entered in this field is viewable to the student in the DPR!!</b></p> <p>Enter information such as:</p> <ul style="list-style-type: none"> <li>• Requirement waived per (name)</li> <li>• Student is PostBac – requirement waived</li> </ul>
<p>2. Select <b>Level</b></p>	<p>Enter the level at which the waiver is to be processed:</p> <p><b>LN</b> (Requirement Line Level)  <b>RQ</b> (Requirement Level)</p>
<p>3. Click on the <a href="#">Create Exception</a> link</p>	<p>The Requirement Group Box page is displayed</p>

What you do	What happens/Notes
<p><b>Authorize Student Exceptions</b></p> <p>Group Box</p> <p>Requirement Group: <input type="text" value="004230"/> BS in Chemistry</p> <p>Requirement: <input type="text" value="000001526"/> Foreign Language Requirement</p> <p>Line Nbr: <input type="text" value="0010"/> Latin</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>	<p>Values directing where the exception is to be applied are automatically filled in</p>
<p>4. Values directing where the waiver is to be applied are automatically populated. Click on the <input type="button" value="OK"/> button</p>	<p>The student's DPR is returned</p>
<p>5. Re-run the student's DPR to view the exception processed.</p>	<p>A note will appear within the Requirement or Requirement Line indicating that the Requirement or Requirement Line has been waived</p>
<p><b>General Education Physical Education Requirement (RQ 1170)</b></p> <p><b>Waived:</b> Students must complete one credit of physical education</p> <p> <b>**Note**</b> Dance majors cannot use dance (7900) courses</p> <p>Exception copied from DARS - CPR Certification</p>	

## **Lesson 2: Exception Processing via PeopleSoft Proper**

When processing exceptions via PeopleSoft Proper, you will need to know the following information before proceeding:

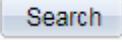
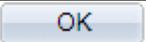
- Student’s ID number
- Student’s Plan number
- Requirement Group (RG) number
- Requirement (RQ) number
- Requirement Line Item (L) number

Access the student’s DPR, either via PeopleSoft Proper or the Student Center, as directed in the “Producing a Degree Progress Report” documentation to obtain the information needed.

### **Part A – Searching for and updating an existing exception**

**Path:** Academic Advisement > Student Advisement > Authorize Student Exceptions

What you do	What happens/Notes
<p>1. Enter the path as shown above.</p>	<p>The Authorize Student Exceptions – Find an Existing Value page is displayed</p> <p><b>Authorize Student Exceptions</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p><b>Search Criteria</b></p> <p>Advisement Override: begins with [ ] [ ]</p> <p>Description: begins with [ ] [ ]</p> <p>Selection Code: = [ ] [ ]</p> <p>Selection Data: begins with [ ] [ ]</p> <p>Override Operation Code: = [ ] [ ]</p> <p>Academic Institution: begins with [ ] [ ]</p> <p>Academic Career: begins with [ ] UGRD [ ]</p> <p>Academic Program: begins with [ ] [ ]</p> <p>Academic Plan: begins with [ ] [ ]</p> <p>Academic Sub-Plan: begins with [ ] [ ]</p> <p><input type="checkbox"/> Include History   <input type="checkbox"/> Correct History</p> <p>Search   Clear   Basic Search   Save Search Criteria</p>
<p>2. Select <b>Selection Data</b> (this is the 4<sup>th</sup> field from the top)</p>	<p>Enter the Student’s ID number</p>

What you do	What happens/Notes																																																																																																				
<p>3. Click on the Include History box and then click the  button</p>	<p>If no exceptions exist for the student, the search results will display “No matching values were found.” Proceed to adding a new exception either via the student’s DPR or via PeopleSoft Proper.</p> <p>If exceptions exist for the student, they will display in the Search Results</p> <p><b>Search Results</b></p> <table border="1" data-bbox="792 604 1414 766"> <thead> <tr> <th>Advisement Override</th> <th>Description</th> <th>Selection Code</th> <th>Selection Data</th> <th>Override Operation Code</th> <th>Academic Institution</th> <th>Academic Career</th> <th>Academic Program</th> <th>Academic Plan</th> <th>Academic Sub-Plan</th> </tr> </thead> <tbody> <tr> <td>000000003</td> <td>BS in PK-12 Drama/Theatre (RG4)</td> <td>Student</td> <td>1883490</td> <td>Change</td> <td>AKRON</td> <td>UGRD</td> <td>UNIVU</td> <td>530602BS</td> <td>(blank)</td> </tr> <tr> <td>000000004</td> <td>BS in PK-12 Drama/Theatre (RG4)</td> <td>Student</td> <td>1883490</td> <td>Waiver</td> <td>AKRON</td> <td>UGRD</td> <td>(blank)</td> <td>620007PA</td> <td>(blank)</td> </tr> <tr> <td>000000005</td> <td>BS in PK-12 Drama/Theatre (RG4)</td> <td>Student</td> <td>1883490</td> <td>Directive</td> <td>AKRON</td> <td>UGRD</td> <td>UNIVU</td> <td>530602BS</td> <td>(blank)</td> </tr> <tr> <td>000000006</td> <td>BS in PK-12 Drama/Theatre (RG4)</td> <td>Student</td> <td>1883490</td> <td>Directive</td> <td>AKRON</td> <td>UGRD</td> <td>UNIVU</td> <td>530602BS</td> <td>(blank)</td> </tr> <tr> <td>000000057</td> <td>College Admission (CCT) Require</td> <td>Student</td> <td>1883490</td> <td>Directive</td> <td>AKRON</td> <td>UGRD</td> <td>UNIVU</td> <td>620007PA</td> <td>(blank)</td> </tr> <tr> <td>000002532</td> <td>test</td> <td>Student</td> <td>1883490</td> <td>Directive</td> <td>AKRON</td> <td>UGRD</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>000002993</td> <td>315000BS in Chemistry (RG 4230)</td> <td>Student</td> <td>1883490</td> <td>Waiver</td> <td>AKRON</td> <td>UGRD</td> <td>(blank)</td> <td>315000BS</td> <td>(blank)</td> </tr> <tr> <td>000002994</td> <td>310000BS in Biosour (RG 4471)</td> <td>Student</td> <td>1883490</td> <td>Waiver</td> <td>AKRON</td> <td>UGRD</td> <td>(blank)</td> <td>310000BS</td> <td>(blank)</td> </tr> <tr> <td>000002995</td> <td>test</td> <td>Student</td> <td>1883490</td> <td>Directive</td> <td>AKRON</td> <td>UGRD</td> <td>(blank)</td> <td>315000BS</td> <td>(blank)</td> </tr> </tbody> </table>	Advisement Override	Description	Selection Code	Selection Data	Override Operation Code	Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan	000000003	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Change	AKRON	UGRD	UNIVU	530602BS	(blank)	000000004	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Waiver	AKRON	UGRD	(blank)	620007PA	(blank)	000000005	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Directive	AKRON	UGRD	UNIVU	530602BS	(blank)	000000006	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Directive	AKRON	UGRD	UNIVU	530602BS	(blank)	000000057	College Admission (CCT) Require	Student	1883490	Directive	AKRON	UGRD	UNIVU	620007PA	(blank)	000002532	test	Student	1883490	Directive	AKRON	UGRD	(blank)	(blank)	(blank)	000002993	315000BS in Chemistry (RG 4230)	Student	1883490	Waiver	AKRON	UGRD	(blank)	315000BS	(blank)	000002994	310000BS in Biosour (RG 4471)	Student	1883490	Waiver	AKRON	UGRD	(blank)	310000BS	(blank)	000002995	test	Student	1883490	Directive	AKRON	UGRD	(blank)	315000BS	(blank)
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000000004	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Waiver	AKRON	UGRD	(blank)	620007PA	(blank)																																																																																												
000000005	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Directive	AKRON	UGRD	UNIVU	530602BS	(blank)																																																																																												
000000006	BS in PK-12 Drama/Theatre (RG4)	Student	1883490	Directive	AKRON	UGRD	UNIVU	530602BS	(blank)																																																																																												
000000057	College Admission (CCT) Require	Student	1883490	Directive	AKRON	UGRD	UNIVU	620007PA	(blank)																																																																																												
000002532	test	Student	1883490	Directive	AKRON	UGRD	(blank)	(blank)	(blank)																																																																																												
000002993	315000BS in Chemistry (RG 4230)	Student	1883490	Waiver	AKRON	UGRD	(blank)	315000BS	(blank)																																																																																												
000002994	310000BS in Biosour (RG 4471)	Student	1883490	Waiver	AKRON	UGRD	(blank)	310000BS	(blank)																																																																																												
000002995	test	Student	1883490	Directive	AKRON	UGRD	(blank)	315000BS	(blank)																																																																																												
<p>4. Select on an exception row</p>	<p>Review the exception to see if it is one to be updated (click on the <a href="#">Create Exception</a> link to view the details of the exception).</p> <p>If the exception is not the one to be updated, continue through the list until you find the exception to be updated</p>																																																																																																				
<p>5. Once the exception to be updated has been located, click on the <a href="#">Create Exception</a> link</p>	<p>Make the appropriate updates</p>																																																																																																				
<p>6. Click on the  button</p>	<p>The updates have been saved</p>																																																																																																				

**Part B – Adding a new exception**

**Path:** Academic Advisement > Student Advisement > Authorize Student Exceptions

What you do	What happens/Notes
<p>1. Enter the path as shown above.</p>	<p>The Authorize Student Exceptions – Find an Existing Value page is displayed</p> <p><b>Authorize Student Exceptions</b> Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value   Add a New Value</p> <p><b>Search Criteria</b></p> <p>Advisement Override: begins with [ ]                      Description: begins with [ ]                      Selection Code: = [ ]                      Selection Data: begins with [ ]                      Override Operation Code: = [ ]                      Academic Institution: begins with [ ]                      Academic Career: begins with [ ] UGRD                      Academic Program: begins with [ ]                      Academic Plan: begins with [ ]                      Academic Sub-Plan: begins with [ ]</p> <p><input type="checkbox"/> Include History   <input type="checkbox"/> Correct History</p> <p>Search   Clear   Basic Search   Save Search Criteria</p>
<p>2. Click on the <b>Add a New Value</b> tab</p> <p><b>NOTE: DO NOT ENTER ANY VALUES IN THIS FIELD!!!!!!</b></p>	<p>The Authorize Student Exceptions – Add a New Value page is displayed</p> <p><b>Authorize Student Exceptions</b></p> <p>Find an Existing Value   Add a New Value</p> <p>Advisement Override: 000000000</p> <p>Add</p>
<p>3. Click on the <b>Add</b> button</p>	<p>The Authorize Student Exceptions page is displayed</p>

What you do	What happens/Notes
<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Authorize Student Exceptions</h3> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <span>Advisement Override: 000000000</span> <span>User ID: Wendy Welday</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <p>*Effective Date: <input type="text" value="06/20/2017"/></p> <p>*Description: <input type="text"/></p> <p>Long Description: <input style="height: 30px;" type="text"/></p> </div> <div> <p>*Status: <input type="text" value="Active"/></p> <p>Short Description: <input type="text"/></p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Override Details</b></p> <p>*Academic Institution: <input type="text" value="AKRON"/> The University of Akron</p> <p>*Academic Career: <input type="text"/></p> <p>Academic Program: <input type="text"/></p> <p>Academic Plan: <input type="text"/></p> <p>Academic Sub-Plan: <input type="text"/></p> <p>*Selection Code: <input type="text" value="Student"/></p> <p>*Selection Data: <input type="text"/></p> <p>*Operation Code: <input type="text"/></p> <p style="text-align: right; margin-top: 10px;"><a href="#">Create Exception</a></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Save</span> <span>Notify</span> <span>Add</span> <span>Update/Display</span> <span>Include History</span> <span>Correct History</span> </div> </div>	
<p>4. Select <b>Description</b></p>	<p>Enter a description for your exception. This information does not appear in the DPR</p>
<p>5. Select <b>Long Description</b></p>	<p>Enter an appropriate note regarding the exception  <b>NOTE: Information entered in this field is viewable to the student in the DPR!!</b></p> <p>Enter information such as:</p> <ul style="list-style-type: none"> <li>• Approved by (name)</li> <li>• 3150:151 approved by (name)</li> </ul>
<p>6. Select <b>Plan</b></p>	<p>Enter the Student’s Plan number</p>
<p>7. Select <b>Selection Data</b></p>	<p>Enter the Student’s ID</p>
<p>8. Select <b>Operation Code</b></p>	<p>Select the appropriate exception to be processed</p>
<p>9. If processing a Requirement Change or Requirement Waiver, select <b>Level</b></p>	<p>Enter the level at which the waiver is to be processed:</p> <p style="padding-left: 40px;"><b>LN</b> (Requirement Line Level)</p> <p style="padding-left: 40px;"><b>RQ</b> (Requirement Level)</p>
<p>10. Click on the <a href="#">Create Exception</a> link</p>	<p>The appropriate page for the exception is displayed</p>

What you do	What happens/Notes
<p><b>Course Directive</b></p> <p><b>Authorize Student Exceptions</b></p> <p>Direct Courses to</p> <p>Requirement Group: <input type="text"/> </p> <p>Requirement: <input type="text"/> </p> <p>Line Nbr: <input type="text"/> </p> <hr/> <p>Directed Courses <span style="float: right;">1 of 1</span></p> <p>*Course Sequence: 0001      *Directive Type: Substitute </p> <p>Course Source: Course Offerings  <input type="button" value="Search"/></p> <hr/> <p>Subject:                      Catalog:</p> <p>Course ID:                    Offer Nbr:</p> <p>Term: <input type="text"/> </p> <p>Directed Units: <input type="text"/>      Min Grade Points/Unit: <input type="text"/></p> <p>Directed Courses: <input type="text"/></p> <p>Course Topic ID: <input type="text"/> </p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>	<p>Enter the RG, RQ and L values directing where the exception is to be applied</p> <p>Follow steps #3-#10 on pages 4-6 to complete the Course Directive</p>
<p><b>Requirement Change</b></p> <p><b>Authorize Student Exceptions</b></p> <p>Requirement Line to Change</p> <p>Requirement Group: <input type="text"/> </p> <p>Requirement: <input type="text"/> </p> <p>Line Nbr: <input type="text"/> </p> <hr/> <p>New Values</p> <p>Minimum Units: <input type="text"/>      Maximum Units Allowed: <input type="text"/></p> <p>Minimum Courses: <input type="text"/>      Maximum Courses Allowed: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>	<p>Enter the RG, RQ and L values (if Line Level) directing where the exception is to be applied</p> <p>Follow steps #4-#5 on page 8 to complete the Requirement Change</p>

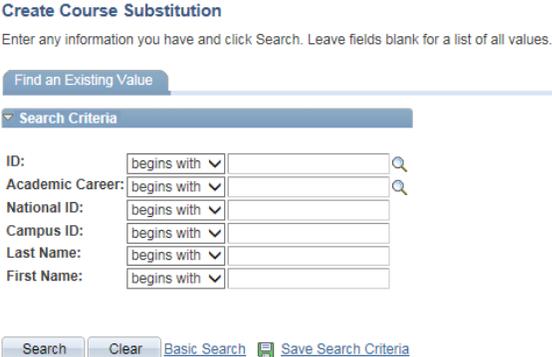
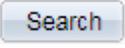
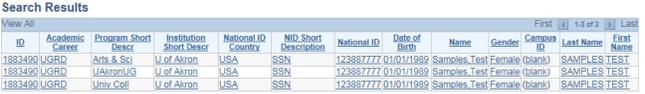
What you do	What happens/Notes
<p><b>Requirement Waiver</b></p> <p><b>Authorize Student Exceptions</b></p> <p>Requirement Line to Waive</p> <p>Requirement Group: <input type="text"/> </p> <p>Requirement: <input type="text"/> </p> <p>Line Nbr: <input type="text"/> </p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/></p>	<p>Enter the RG, RQ and L values (if Line Level) directing where the exception is to be applied</p> <p>Follow steps #4-#5 on page 10 to complete the Requirement Waiver</p>
<p>11. Click on the <input type="button" value="OK"/> button</p>	<p>The updates have been saved</p>

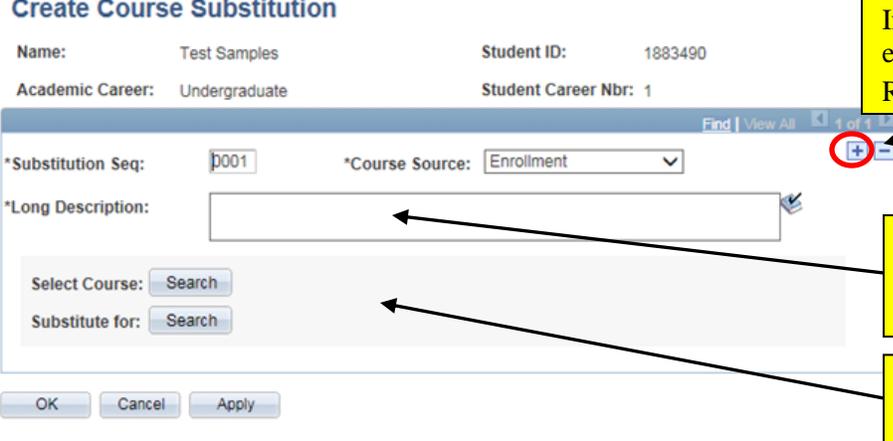
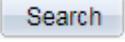
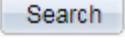
### Lesson 3: Course Substitutions

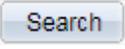
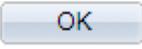
The Course Substitution is used when you want to replace a required course with a different course. This type of exception affects the course regardless of any plan changes made to the student’s record. Please be aware of the following:

- A course used in a Course Substitution will affect all requirements where that course exists (within the same career)
- CAUTION!! The substituted course is treated as if it is the required course – once a course is identified as a substitute for another course, its former identity no longer exists. The course substitution process changes the course identity of the substituted course!

**Path:** Academic Advisement > Student Advisement > Authorize Student Exceptions

What you do	What happens/Notes
1. Enter the path as shown above.	The Create Course Substitution – Find an Existing Value page is displayed  
2. Select <b>ID</b>	Enter the Student’s ID number
3. Click on the  button	A list of Programs (from the student’s Program/Plan page) will appear in the Search Results. Click on any row.  

What you do	What happens/Notes
	 <p>If other course substitutions exist, click on the Insert Row  button.</p> <p>Enter an appropriate note in the Long Description field.</p> <p>Select the courses to be substituted</p>
<p>4. Select <b>Long Description</b></p>	<p>Enter an appropriate note regarding the substitution</p> <p><b>NOTE: Information entered in this field is viewable to the student in the DPR!!</b></p> <p>Enter information such as:</p> <ul style="list-style-type: none"> <li>• Approved by (name)</li> <li>• 3150:151 approved by (name)</li> </ul>
<p>5. Click on the  button for <b>Select Course</b></p>	<p>The Student Course Subs Search page is displayed</p> <p><b>Student Course Subs Search</b></p> <hr/> <p>Academic Institution: The University of Akron</p> <p>Subject Area: <input type="text"/> </p> <p></p> <p></p>
<p>6. Select <b>Subject Area</b></p>	<p>Enter the Subject number of the course the student has completed or will be completing to be used for the substitution</p>
<p>7. Click on the  button</p>	<p>A list of all courses the student has completed or will be completing is displayed</p>
<p>8. Click on the Select Course  icon for the course to be used/excluded</p>	<p>The Create Course Substitutions page is returned</p>
<p>9. Select <b>Substitute for</b></p>	<p>Enter the Subject number of the course being substituted</p>

What you do	What happens/Notes
10. Click on the  button	A list of all courses offered under that Subject number will display.  <b>NOTE:</b> This list can be quite lengthy. Use the  link located at the top of the list and enter the catalog number to find the course
11. Click on the Select Course  icon for the course to be used/excluded	The Create Course Substitutions page is returned
12. Click on the  button	The student’s DPR is returned
13. Re-run the student’s DPR to view the exception processed.	A note will appear within the course list. Click on the note number to view the description

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
3100 423	<a href="#">Population Biology</a>	3.00	2017 Fall			
3100 460	<a href="#">Medical Histology</a>	4.00	2017 Summer			
3100 482	<a href="#">Neurobiology</a>	3.00	2016 Fall	B-		
3100 495	<a href="#">ST: Biology (ST: Genomics)</a>	3.00	2017 Spring	A-		
3100 495	<a href="#">ST: Biology (ST: Biomimetic Design)</a>	3.00	2017 Fall			
3150 401	<a href="#">Biochemistry Lecture I</a>	3.00	2017 Fall		<a href="#">03</a>	

View All |  First 1-6 of 6 Last

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### Degree Progress Report

[Return to Degree Progress Report](#)

Note	Description
03	approved substitution

## Questions about Exception Processing

Questions about the Degree Progress Report and Exception Processing may be directed to the Office of the University Registrar at [degreeprogress@uakron.edu](mailto:degreeprogress@uakron.edu).