Requirement Change Degree Audit Exception

This guide will cover:

- How to change the minimum/maximum units or course on a student's degree audit.

**Step One**

Navigate to the following breadcrumb:

```
Main Menu > Campus Solutions > Academic Advisement > Student Advisement > Authorize Student Exceptions
```

**Step Two**

On the search criteria page, click **Add a New Value** tab

The system will populate an Advisement Override number that will be associated with the Exception.

Click **Add**

**IMPORTANT:** Do not change the Advisement Override number. The system will generate the number when the exception is created.
**Step Three**

On the Authorize Student Exception page, select the effective date you would like the student exception to be active in the degree audit report.

![Authorize Student Exceptions](image)

Reports run for program plan stacks with requirement terms after the effective date will include the exception.

**Step Four**

Enter text in the **Description** field that will be used to identify the exception. This is **not** seen on the degree audit report.

**Step Five**

Enter text in the long description that be created as a note and tied to the exception. The text written in the long description field **will be visible** in the degree audit report.

**NOTE:** The long description is an optional field when creating an exception.

**Step Six**

The default status will be set as **Active**.

An exception with an active status will appear in a degree audit report for terms that occur at or after the exceptions effective date. An exception with an inactive status will not process in degree audit reports.
Step Seven

Under the Override Details section, select the Academic Career, Academic Program, and Academic Plan.

IMPORTANT: Program plan stack details provide a portion of the pathway for where the exception should occur in the degree audit report.

Step Eight

Choose a selection code.

The selection code allows a user to select the population they would like to make the exception for. Exceptions can be created for individual students, student groups, academic programs, or primary academic plans.

Step Nine

Click the magnifying glass for the Selection Data field and search for the student, student group, academic program or academic plan.

The selection code you chose will effect the selection data you will be able to select.

Step Ten

From the Operation Code drop down menu, select Requirement Change.

Step Eleven

Click the magnifying glass for the Level field and choose RQ (requirement level) or LN (requirement line).

If you choose RQ (Requirement Level) you’re indicating your making the exception up to the requirement level.

If you choose LN (requirement line) you are indicating that you’re making the exception up to the requirement line level.
**Step Twelve**

Select the **Create Exception** link.

**IMPORTANT:** Users should select the “create exception” link once all other exception information is populated on the authorize student exceptions screen in order to move to an exception-type specific screen that will allow a user to further specify key details of the exception.

**Step Thirteen**

Under the **Requirement to Change** section, click the magnifying glass for the **Requirement Group** field then select the value that is tied to the program plan stack (CPP Stack) indicated on the initial authorize student exception screen.

**Step Fourteen**

Click the magnifying glass for the **Requirement** field and select the requirement that will be edited.

**Step Fifteen***

***Follow this step only if you selected LN (Requirement Line) as your level on the previous screen. If you did not skip to Step 16.

Click the magnifying glass for the **Line Nbr** field and select the requirement line that will be edited.

**Step Sixteen**

Under the **New Values section**, enter the new parameter value of the requirement’s **minimum units** field.
Step Seventeen
Click the Apply button. This will apply the exception to the identified population in the selection code and data.

Step Eighteen
Click the OK button and you will be returned to the original authorize exceptions page.

Step Nineteen
On the authorized exceptions page click Save.
At this point the exception will be available in a student’s degree audit report when the student’s requirement term aligns with the exceptions effective date.

Step Twenty
Navigate to the following breadcrumb

Step Twenty One
Select Academic Requirements then click

Step Twenty Two
Scroll down to the selected requirement section within the degree audit report.

Art History Requirements

Not Satisfied: Students are required to complete 15 credit hours of coursework

Note 01: Required units or courses have been changed.
- Units: 20.00 required, 12.00 taken, 8.00 needed
**Step Twenty Three**

**Clicking on the hyperlinked note** will allow the user to see the notes that were entered into the long description field on the authorize student exceptions screen.

![Image of Advisor Center screen](image)

You have now completed the steps for creating a Requirement Change degree audit exception.