Requirement Waiver Degree Audit Exception

This guide will cover:

• How to waive a requirement in a student’s degree audit report

Step One

Navigate to the following breadcrumb:

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 Waiver.

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 Waive section, the information indicated in the requirement group and requirement fields provide the location an exception should be placed in.

Click the magnifying glass for Requirement Group and select the intended group.

**Step Fourteen**

Click the magnifying glass for the Requirement field then select the intended section within the degree audit that you will be waiving.

**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.

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

**Step Sixteen**

Click the Apply button. This will apply the exception to the identified population in the selection code and data.

**Step Seventeen**

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

**Step Eighteen**

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 Nineteen

Navigate to the following breadcrumb:

![Breadcrumb Image]

Step Twenty

Under the other academics... drop down menu select Academic Requirements then click 🔄

![Dropdown Menu Image]

Step Twenty One

Scroll down to the section in the degree audit report that you identified when making the requirement waiver. The exception will display as a waived status on the requirement line level.

![Degree Audit Exception Image]

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