The Degree Audit is set up to give students the most accurate information about how their courses count towards their degree and what courses they still need to take to graduate. Degree Audit Exceptions allow advisors to change where classes are counting to make the audit as accurate as possible. This guide will help you understand how and when to add an exception to a student’s record.
Before you start...

- You will only be able to make exceptions for the majors and programs that you advise for.
- To get access to the exceptions for your majors you will need to submit a security authorization forms to the registrars office. Visit the Registrars website to find the Degree Audit security form (https://registrar.utah.edu/faculty/security-forms.php).
- Once this form has been processed you will be able to start entering exceptions for students.

If you are unfamiliar with the Degree Audit system and how to generate and read them you may want to review our introductory videos at degreeaudit.utah.edu
Where do you enter exceptions?

Find the Degree Audit Exceptions tile in Student Support section of CIS.

Enter the Students uID number and program code for the major, minor or certificate you are entering an exception for.

Click the "Add New Exception" button.

Select the type of exception you need to enter.
Pseudo Names

Before we start making exceptions there is one more piece of information we need, a pseudo name.
- A pseudo name is the unique identification code that corresponds to a particular section of the audit.
- You must enter a pseudo name on every exception you make to tell the degree audit where to apply your exception.
- You can look up all the pseudo names for your major/minor/certificate by running an Include Pseudo Name audit through the advanced settings table on the Request an Audit page.

How to run an Include Pseudo Name Audit:
Pseudo Names

• If you scroll through the Include Pseudo Name audit you will see the pseudo names for each requirement at the end of the list of accepted courses.
• Each pseudo name is always preceded by a $.
• After locating the pseudo name for the section are editing you are ready to make your exception.

The image below comes from an Include Pseudo Name Audit for the Biochemistry emphasis in Biology. You can see the pseudo names of each section highlighted in yellow.

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RNAME: SCBIOCHEM  INSTCD: SEM  CATLYT: 201808  PSNAME: BIOCHEM  REQUFY: 201708 TO 201906

![Emphasis Requirements for Biochemistry]

- Organic Chemistry II
  NEEDS: 1 COURSE
  SELECT FROM: CHEM 2320 OR 2321 $:BIOCHEM1

- Biochemistry
  NEEDS: 2 COURSES
  SELECT FROM: BIOL 3515 OR CHEM 3515 BIOL 3520 OR CHEM 3520 BIOL 3525 OR CHEM 3525 $:BIOCHEM2

- Biophysics
  NEEDS: 1 COURSE
  SELECT FROM: BIOL 3550 OR 3551, 5810 OR CHEM 5810 OR PHYS 5810 $:BIOCHEM3
There are five types of exception that you will be using. The three most common types of exception are:

**RI: Course Insert**
Add a course to the list of acceptable course in a requirement.

**RS: Course Swap**
Replace a course already on the list of acceptable courses with a different course

**RD: Course Delete**
Remove a course from the accepted course options

The Two remaining types of exception are less common and are only used in special circumstances:

**RW: Requirement Waiver**
Reduce or increase the number of required courses, credit hours, or requirements (should only be used if other exception types will not work in the situation)

**CS: Override**
Add a course to a select from line even if it does not meet a minimum grade or credit hour requirement
1: Select the pseudo name that corresponds to the section of the audit you are entering an exception in.

2: Enter the department code and course number exactly as it appears on the audit.

3: You only need to enter the year and semester the class was taken if the course has the same department code and course number as another class on the students record.

4: The note is a short amount of text where you can add a brief description of the exception. This will appear on the student Degree Audit. If you need to enter a longer description you can use the Memo field, but this will not appear on the audit.

5: Enter your initials in the “By:” field
A student declared in the Ethnic Studies major took the course BIOL 3060 and the department decides that they will allow this course to count as an elective in the Ethnic Studies Content Group. We need an exception to add this course.

Accepted elective: BIOL 3060
For this situation we would use an RI exception to simply add BIOL 3060 to the list of accepted courses in the Ethnic Studies Content Group section.

1

By running an Include Pseudo Name audit we can find the correct pseudo name for this section, ETHNC6F, and add that to the pseudo name box.

2

We then enter the course we are trying to add (BIOL 3060) to the courses box.

3

Finally, add the last few details including a note, your initial in the “By” field and a memo if you need one.
1: Select the pseudo name that corresponds to the section of the audit you are entering an exception for.

2: Enter the department code and course number of the class you are trying to replace.

3: Enter the department code and course number of the class you are trying to swap into the requirement exactly as it appears on the audit.

4: The note is a short amount of text where you can add a brief description of the exception. This will appear on the student Degree Audit. If you need to enter a longer description you can use the Memo field, but this will not appear on the audit.

5: Enter your initials in the “By:” field
A student declared in Geography has an unarticulated transfer course (XEO 1010) that will be allowed to count for GEOG 1000 in the Core Course section. An exception needs to be entered to make this course count in the right place.

Transfer Course: XEO 1010
For this situation an RS exception would be used to swap GEOG 1000 with the transfer course XEO 1010.

1. By running an Include Pseudo name audit we can find the correct pseudo name for this section, GEOGCORE1, and add that to the pseudo name box.

2. We then enter the course we are replacing (GEOG 1000) in the “Course listed in sub-req” box. Next we enter our replacement course (XEO 1010) in the “Replacement Course Student Record” box.

3. Finally, add the last few details including a note, your initial in the “By” field and a memo if you need one.
1: Select the pseudo name that corresponds to the section of the audit you are entering an exception for.

2: Enter the department code and course number of the class you are trying to delete exactly as it appears on the audit.

3: The note is a short amount of text where you can add a brief description of the exception. This will appear on the student Degree Audit. If you need to enter a longer description you can use the Memo field, but this will not appear on the audit.

4: Enter your initials in the “By:” field
A Chemistry student is having ATMOS 5000 waived from their major and the advisor wants to remove that class from the list of required courses so the student doesn’t see it and get confused.

*this situation would also require an RW exception. see next example for more information.*
1. By running an Include Pseudo name audit we can find the correct pseudo name for this section, CHEM4A, and add that to the pseudo name box.

2. We then enter the course we are trying to delete in the Delete Course box.

3. Finally, add the last few details including a note, your initial in the “By” field and a memo if you need one.

Atmospheric & Environmental Chemistry Emphasis

- Required

NEEDS: 3 COURSES

SELECT FROM: CHEM 3070 ENVST2100 ATMOS5000 $:CHEM4A

<table>
<thead>
<tr>
<th>Inst CD: SEM</th>
<th>Dg Prog: MJ-CHEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Code: RD</td>
<td></td>
</tr>
<tr>
<td>Pseudo Name: CHEM4A</td>
<td></td>
</tr>
<tr>
<td>Delete Course: Dept Code: ATMOS Course #: 5000</td>
<td></td>
</tr>
<tr>
<td>Note: ATMOS 5000 not required</td>
<td></td>
</tr>
<tr>
<td>Memo:</td>
<td></td>
</tr>
<tr>
<td>Authorized: Month: 9 Day: 14 Year: 2020</td>
<td></td>
</tr>
<tr>
<td>By: epug</td>
<td></td>
</tr>
</tbody>
</table>

Save This Exception
1: Select the pseudo name that corresponds to the section of the audit you are entering an exception for.

2-6: Enter a positive or negative number into the field you are trying to modify to increase or decrease the number or required courses, credits, or GPA. You only need to fill out the fields you are trying to modify (e.g. if you need to reduce the number of required credits by 3 you would enter -3 in the Required Hours field and leave the rest blank.)

7: The note is a short amount of text where you can add a brief description of the exception. This will appear on the student degree audit. If you need to enter a longer description you can use the Memo field, but this will not appear on the audit.

8: Enter your initials in the “By:” field
An English student has been approved to have 3 credits of their 5000 level course work waived because of an internship they completed. An exception is needed to make this appear on their degree audit.

Waive 3 credits
The RW exception is used to decrease the total number of required hours in this section from 18 to 15. In other situations it could also be used to decrease the total number of courses (like in our RD example), GPA requirements, or credit hour limits.

By running an Include Pseudo name audit we can find the correct pseudo name for this section, ENGL5000, and add that to the pseudo name box.

Since the required number of credits need to be reduced by 3, enter -3 in the “Required Hours” field and leave the rest blank.

Finally, add the last few details including a note, your initial in the “By” field and a memo if you need one.
1: Select the pseudo name that corresponds to the section of the audit you are entering an exception for.

2: Enter the department code and course number exactly as it appears on the audit.

7: The note is a short amount of text where you can add a brief description of the exception. This will appear on the student degree audit. If you need to enter a longer description you can use the Memo field, but this will not appear on the audit.

8: Enter your initials in the “By:” field
A C grade or better is required in ACCTG 5000, but this student only earned a C-. The student has been granted an exception to allow the C- grade to count this one time.

Upper Division courses
Complete at least 3 courses from the following.
1 course must be from your intended major department.
The other 2 must be from 2 different departments.

- NEEDS: 3 COURSES
- SELECT FROM: ENTP 5770, FINAN 5550, 4030, IS 4410, MGT 5500, 5500, MKTG 4450, 4720, ACCTG 5110, CIS 5800

GLOBAL PERSPECTIVES
- GLOBAL PERSPECTIVES I
- NEEDS: 1 COURSE
- SELECT FROM: ACCTG 5140, BUS 2000, ENTP 6777, FINAN 4550, STRAT 3430, MGT 4000, MKTG 4840, CIS 5820, 3 BUSP1
- COMPLETED REQUIREMENT
- 1 COURSE TAKEN
- SP16, GEOG 3320 IR, 3.0, B+, Terrorism & Security

BUSINESS ADMINISTRATION MAJOR SEQUENCE COURSES
- NEEDS: 5 COURSES
- SELECT FROM: ACCTG 5000, FINAN 5000, MKTG 5000, ENTP 5000, CIS 5000
The CS exception functions almost exactly like the RI exception except that it overrides grade limits.

By running an Include Pseudo name audit we can find the correct pseudo name for this section, BUAD1, and add that to the pseudo name box.

Enter the class (ACCTG 5000) into the Course box.

Finally, add the last few details including a note, your initial in the “By” field and a memo if you need one.
Reject Pseudo Names

- Reject pseudo names corresponds to a list of courses that will NOT be allowed to count in a requirement.
- Not every requirement has a reject pseudo name. You can tell which requirements have one if there is a line that says “Not From:” above the list of accepted courses.
- These pseudo names are usually used in requirements that accept a range of courses like the English requirement below.
- If you wanted to delete a course from a requirement that accepts a range of courses, a RD exception will not work.
- You would actually need to enter an RI exception using the Reject Pseudo. This will insert the course onto the list of rejected courses.

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English Electives

* NEEDS: 9.00 HOURS

* -> NOT FROM: $:R-ENGLBS10 ENGL 3001

* SELECT FROM: ENGL **** $:ENGLBS10
Exceptions can get pretty complicated, so if you ever run into any issues when entering exceptions please reach out to the degree audit team for help!

If you send an email to degreeaudit@utah.edu someone will get back to you quickly.