Control Code:	RI
Pseudo Name:	[**1** ▾]
Course(s):	Dept Code: [**2**] Course #: [ ] Year: [**3**] Term: [▾]
	Dept Code: [ ] Course #: [ ] Year: [ ] Term: [▾]
	Dept Code: [ ] Course #: [ ] Year: [ ] Term: [▾]
	Dept Code: [ ] Course #: [ ] Year: [ ] Term: [▾]
	Dept Code: [ ] Course #: [ ] Year: [ ] Term: [▾]
Note:	[**4**]
Memo:	[ ]
Authorized:	Month: [10] Day: [12] Year: [2020]
By:	[**5**]

Save This Exception   Additional Courses

RI Course Insert

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

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

RD Course Delete

Control Code:	RD
Pseudo Name:	1
Delete Course:	Dept Code: 2 Course #:
Note:	3
Memo:	
Authorized:	Month: 10 Day: 2 Year: 2020
By:	4

This Exception

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

Control Code:	RW
Pseudo Name:	**1** ⌄
Required Hours:	**2**
Course Count at Sub. Req. Level -OR- Sub. Req. Count at the Req. Level	**3**
Course Count at Req. Level:	**4**
GPA:	**5**
Maximum Hours:	**6**
Note:	**7**
Memo:	
Authorized:	Month: 10 Day: 12 Year: 2020
By:	**8**

RW
Waiver

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

CS Grade Override

Student: PRATT, EMERSON (00447664) **Inst ID:** UTAH

Inst CD: SEM **Dg Prog:** ACCTBA

Control Code: CS

Pseudo Name: [1 ▼]

Course: Dept Code: [2] Course #: [ ] Gen Ed Code: [ ]

Year/Term: Year: [ ] Term: [▼]

Note: [3]

Memo: [ ]

Authorized: Month: 8 Day: 20 Year: 2020

By: [4]

Save This Exception

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 aduit. 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