Degree Audit
-Exception Guide-

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.
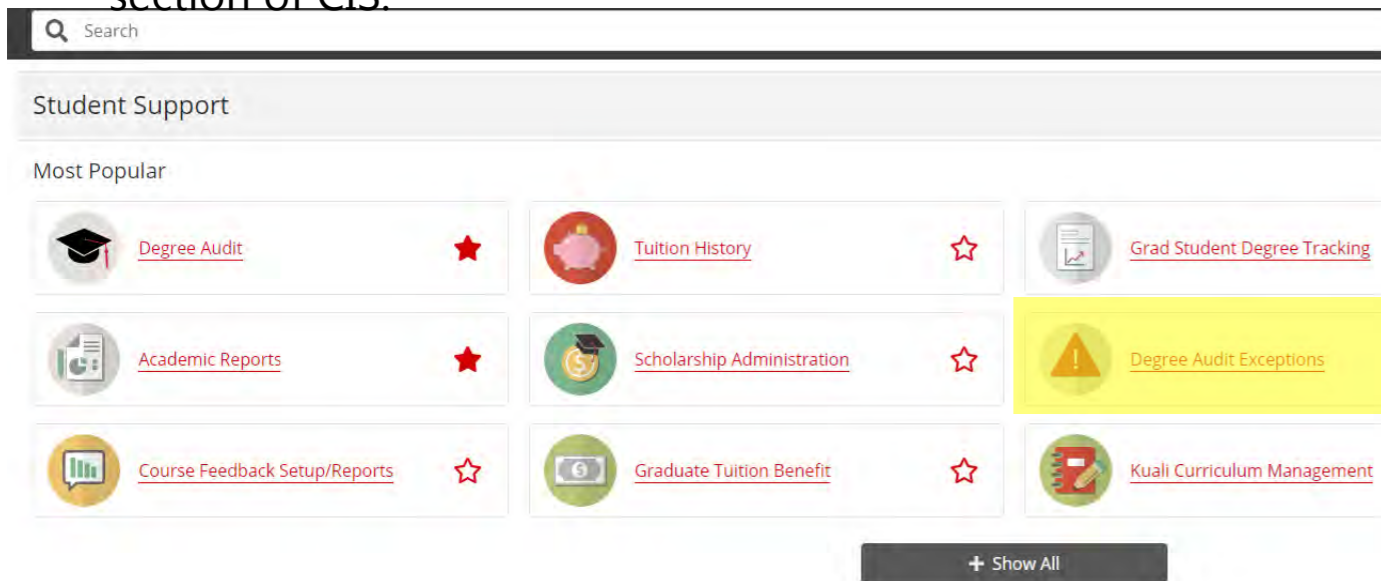
Before you start...

- You will only be able to make exceptions for the majors and programs that you advise for.
- To get access to the excepetions 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.

RNAME: SCBIOCHEM   INSTCD: SEM   CATLYT: 201808   PSNAME: BIOCHEM   REQU FYT: 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

What exceptions can do

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

RI Course Insert

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]

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

RI Example

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.

Electives
Courses must be completed from 4 of the 5 content areas.
Complete 6 courses for 18 credits. It is recommended that you take courses from 4 of the 6 content areas to gain a broad focus.

    NEEDS: 18.00 HOURS   6 COURSES

African American Content Group

SELECT FROM: ETHNC3760,3761,4020,4690,4700,4850,5840

American Indian Content Group

SELECT FROM: ETHNC3150,3740,3870,4870

Asian Pacific American Content Group

SELECT FROM: ETHNC3520,3750,3880,4880,5100,5430

Chicana/o Content Group

SELECT FROM: ETHNC4540,4550,4560,4860,5300,5590,5730
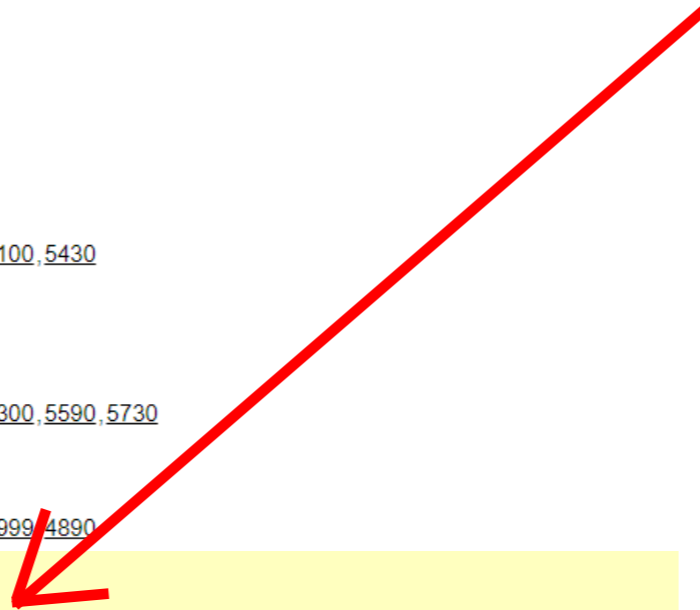
Pacific Islands Studies Content Group

SELECT FROM: ETHNC3151,3590,3651,3670,3999,4890

Ethnic Studies Content Group

SELECT FROM: ETHNC2520,3100,3290,3365,3380,3381,3420,3790,3910,3920,4450,4730,4940,4990,4999,
                       ETHNC5350,5540,5550,5600,5663,5646,5665,5800,5810

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.

Ethnic Studies Content Group

-> NOT FROM: $:R-ETHN6F

SELECT FROM: ETHNC2520, 3100, 3290, 3365, 3380, 3381, 3420, 3790, 3910, 3920, 4450
ETHNC5350, 5540, 5550, 5600, 5663, 5646, 5665, 5800, 5810 $:ETHN6F

2

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

Inst CD: SEM					Dg Prog: MJ-ETHN		
Control Code:	RI						
Pseudo Name:	ETHN6F ⌄						
Course(s):	Dept Code: BIOL	Course #: 3060		Year:		Term: ⌄	
	Dept Code:	Course #:		Year:		Term: ⌄	
	Dept Code:	Course #:		Year:		Term: ⌄	
	Dept Code:	Course #:		Year:		Term: ⌄	
	Dept Code:	Course #:		Year:		Term: ⌄	
Note:	Accepted Elective Course						
Memo:							
Authorized:	Month: 9	Day: 14	Year: 2020				
By:	epug						

| Save This Exception | | Additional Courses | |

RS
_____
Course
Swap

Control Code:	RS
Pseudo Name:	[**1** ⌄]
Course Listed in sub-req:	Dept Code: [**2**] Course #: [ ]
Replacement Course Student Record:	Dept Code: [**3**] Course #: [ ] Year: [ ] Term: [⌄]
Note:	[**4**]
Memo:	[ ]
Authorized:	Month: [10] Day: [12] Year: [2020]
By:	[**5**]

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 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

RS Example

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.

∨ ☒ Core Courses

☒   NEEDS: 5   COURSES

     SELECT FROM: GEOG 1000, 1005, 1400, 3020, 3100

**Transfer Course:
XEO 1010**

∨ ☒ Physical Geography

☒   Physical Geography

     NEEDS: 1   COURSE

     SELECT FROM: GEOG 3200, 3205 OR 5205, 3210 OR 5210, 3215 OR 5215, 3310

∨ ☒ Human Geography

☒   Upper-Division Human Geography

     NEEDS: 1   COURSE

     SELECT FROM: GEOG 3090 OR 5090, 3350, 3420, 3440 OR 5440, 3620

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

RNAME: GEOGCORE   INSTCD: SEM   CATLYT: 202008   PSNAME: GEOGCORE   REQU FYT: 202008 TO 999999

☑ ⊠   **Core Courses**

⊠   NEEDS: 5 COURSES

SELECT FROM: GEOG 1000,1005,1400,3020,3100 $:GEOGCORE1

RNAME: SBGEOGPG   INSTCD: SEM   CATLYT: 202008   PSNAME: SBGEOGPG   REQU FYT: 202008 TO 999999

☑ ⊠   **Physical Geography**

⊠   Physical Geography

NEEDS: 1 COURSE

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.

Inst CD: SEM	**Dg Prog:** MJ-GEOG
Control Code:	RS
Pseudo Name:	GEOGCORE1 ∨
Course Listed in sub-req:	Dept Code: GEOG Course #: 1000
Replacement Course Student Record:	Dept Code: XEO Course #: 1010 Year: Term: ∨
Note:	Approved Course Swap
Memo:	
Authorized:	Month: 9 Day: 14 Year: 2020
By:	epug

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 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

RD Example

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.

Atmospheric & Environmental Chemistry Emphasis

Required

NEEDS: 3 COURSES

SELECT FROM: CHEM 3070 ENVST2100 ATMOS5000

Electives

NEEDS: 14.00 HOURS

SELECT FROM: ATMOS3100,3910,5020,5040,5050,5100,5130,5140,5270,5400,5520 CHEM 4800,4965, ENVST3210 OR GEOG 3210 ENVST3364,3365,3368,5000 GEOG 3100 POLS 5322 SEE ADVISOR RESEARCH IN CHEM,ATMOS,ENVST

Advanced Lab

NEEDS: 2 COURSES

SELECT FROM: CHEM 3200,5700,5710,5720,5730

Delete Course: ATMOS 5000

1

Atmospheric & Environmental Chemistry Emphasis

❌   Required

     NEEDS: 3   COURSES

     SELECT FROM: CHEM 3070   ENVST2100   ATMOS5000 $:CHEM4A

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.

Inst CD: SEM	Dg Prog: MJ-CHEM
Control Code:	RD
Pseudo Name:	CHEM4A ⌄
Delete Course:	Dept Code: ATMOS Course #: 5000
Note:	ATMOS 5000 not required
Memo:	
Authorized:	Month: 9 Day: 14 Year: 2020
By:	epug

Save This Exception

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

RW Example

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.

5000 Level English Courses

A minimum of 18 credits hours at the 5000-Level in English are required.

NEEDS: 18.00 HOURS

SELECT FROM: ENGL 5***

Waive 3 credits

The RW exception is used to decrease the total number of require 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.

5000 Level English Courses

A minimum of 18 credits hours at the 5000-Level in English are required.

NEEDS: 18.00 HOURS

SELECT FROM: ENGL 5*** $:ENGL5000

1 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.

Inst CD: SEM		Dg Prog: MJ-ENGL
Control Code:	RW	
Pseudo Name:	ENGL5000	
Required Hours:	-3	
Course Count at Sub. Req. Level -OR- Sub. Req. Count at the Req. Level		
Course Count at Req. Level:		
GPA:		
Maximum Hours:		
Note:	waived 3 credits	
Memo:	Completed internship	
Authorized:	Month: 9 Day: 14 Year: 2020	
By:	epug	

Save This Exception

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

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

CS Grade Override

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

CS Example

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 FINAN3050,4030 IS 4410 MGT 5500,5600 MKTG 4450,4720 ACCTG5110 OIS 3660

GLOBAL PERSPECTIVES

GLOBAL PERSPECTIVES I

NEEDS:	1 COURSE
SELECT FROM:	ACCTG5140 BUS 2900 ENTP 5777 FINAN4550 STRAT3430 MGT 4900 MKTG 4840 OIS 5620 $:BUGP1

COMPLETED REQUIREMENT

1 COURSE TAKEN

SP16	GEOG 3320 IR		3.0	B+	Terrorism & Security

BUSINESS ADMINISTRATION MAJOR SEQUENCE COURSES

NEEDS:	5 COURSES
SELECT FROM:	ACCTG5000 FINAN5000 MKTG 5000 ENTP 5000 OIS 5000

The CS exception functions almost exactly like the RI exception except that it overrides grade limits.

RNAME: BUAD   INSTCD: SEM   CATLYT: 202008   PSNAME: BUAD   REQU FYT: 202008 TO 999999

☑ ☒   **BUSINESS ADMINISTRATION MAJOR SEQUENCE COURSES**

☒

NEEDS: 5 COURSES

-> NOT FROM: $:R-BUAD1

SELECT FROM: ACCTG5000 FINAN5000 MKTG 5000 ENTP 5000 OIS 5000 $:BUAD1

Inst CD: SEM			**Dg Prog:** MJ-BUAD
Control Code:	CS		
Pseudo Name:	BUAD1 ⌄		
Course:	Dept Code: ACCTG	Course #: 5000	Gen Ed Code:
Year/Term:	Year:	Term: ⌄	
Note:	Accepting C- grade		
Memo:			
Authorized:	Month: 9	Day: 14	Year: 2020
By:	epug		

Save This Exception

Reject Pseudo Names

- Reject pseudo names cooresponds 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 enlish requirement below.
- If you wanted to delete a course from a requiremend 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 instert the course onto the list of rejected courses.

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.