Exceptions

Exception Types:

- Substitute: Replace one required course with one substitute course
- Apply Here: Force apply a course to a requirement
- Also Allow: Allow a course not included in a list of options
- Remove Course/Change Limit: Remove a course or change the hour/course total
- Force Complete: Force complete an entire requirement

Adding an Exception:

1. Navigate to the Exceptions page from a student audit
2. Select the + next to the requirement to which the exception will apply
3. Select the type of exception from the drop-down menu
4. Enter the details of the exception
5. Click “Add Exception”

Helpful Hints:

- The description field can be filled out, or an auto message will be populated
- The auto message description for the substitute exception is incomplete; Please review and edit prior to clicking “Add Exception”
- A new audit is automatically processed when “Add Exception” is clicked