

Running Exceptions on the Student's Degree Audit in MyGrad Program

Department Instructions: How to Allow a Different Course

Graduation Best Practices: Verify that all requirements appear **OK** by running the Degree Audit from the Student Detail Page in MyGrad Program.

Problem: The Pathobiology (PABIO) student is missing a general Graduate School requirement on the Degree Audit.

NO Minimum 18 credits numerically graded coursework completed at the UW in courses numbered 400 - 599 (Excludes 499).
Earned: 17 credits Needs: 1 credit

Solution: Check the "Courses Not Assigned to Requirements" at the bottom of the audit to find a substitute. In this example, the student took **IMMUN 441**, a course in a different department which is not in the PABIO audit. The PABIO department will allow **IMMUN 441** as an elective in their department.

Instructions:

1. Student Detail Page > Academic Record > **Exceptions**
2. Access the "reference tables" link:
<https://cdn.registrar.washington.edu/dars/exceptions/gradframe.php>
3. Locate your program in the alphabetical list; click the link to access the DARS Reference Table for your program.
4. Search for a specific requirement that you want to substitute, such as the Electives Requirements. The PSNAME (**PABIO-EL**) is used to "allow a different course."

REQUIREMENT	PSNAME	WHAT YOU CAN DO	FIELDS TO USE
Program Requirements			
21.5 credits: Electives PABIO 500 - 600	PABIO-EL	Allow a different course	COURSE:
		Waive credit	REQHRS: -#
	PABIO-EL-R	Reject a course	COURSE:

5. Return to **Exceptions** Page to enter the information (Screenshot on Page 2). Save.

6. Refresh the degree audit. The course should now appear in the Electives section. Also, the minimum 18 credits flag now displays as **OK**.

OK	10) Electives: NOTE: Allow IMMUN 441	
Qtr	Course Name	Credits
AU14	IMMUN 441 INTRO IMMUNOLOGY	4

DEGREE LEVEL

Masters

TEMPLATE

Allow a course to count toward a requirement

[Reference Tables](#)

Template Description

Use to allow a course that is not currently counting towards a requirement to be counted.

i Pseudo name (PSNAME) *

PABIO-EL

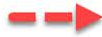
i Comment displayed on audit

Allow IMMUN-441

i Internal comment

Course *

transcripts course catalog



IMMUN - 441 - INTRO IMMUNOLOGY - Seattle

First term quarter

Autumn

First term year

2014

Last term quarter

Autumn

Last term year

2014

i Authorization date



i Authorization name

* required field

Cancel

save