

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

Department Instructions: How to Override a Grade Requirement

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

Problem: The department's audit is set up to allow only numerically graded courses in the core requirements, but they want to allow a course taken for a S/NS (or C/NC). The course (**TCSS 543**) is currently at the bottom of the degree audit under "Courses Not Assigned to Requirements."

Solution: Process an "Override a grade requirement" exception.

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. Some programs may have "Override a grade requirement" in their reference tables. If you do not, just use the same PSNAME as "allow a different course."

REQUIREMENT	PSNAME	WHAT YOU CAN DO	FIELDS TO USE
Required Core		Override a grade requirement (e.g., allow an S graded course)	
2 Courses: TCSS 558, TCSS 540 or 543	TCSCI26A	Allow a different course	COURSE:
		Waive a course	REQSrq/REQCT: -1

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

6. Refresh the degree audit. TCSS 543 now displays in the Required Core section. However, the audit still shows "**NO**" because two courses are required.

NO Computer Science and Systems Course Requirements

NO 1) Required Core
NOTE: 543 with S grade SUM 16
Needs: 1 course

Qtr	Course Name	Credits	Grade
SU16	TCSS 543 ADV ALGORITHMS	5	S
From: TCSS 558, 540 OR 543, 543(SU16-WI20)			

DEGREE LEVEL

Masters

TEMPLATE

Override a grade requirement

[Reference Tables](#)

Template Description

***i* Pseudo name (PSNAME) ***

TCSCI26A

***i* Comment displayed on audit**

Allow S grade

***i* Internal comment**

Course *

transcripts course catalog



TCSS - 543 - ADV ALGORITHMS - Tacoma

First term quarter

Summer

First term year

2016

Last term quarter

Summer

Last term year

2016

***i* Authorization date**



***i* Authorization name**

* required field

Cancel

save