

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

Department Instructions: How to Waive a Course

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

Problem: A student earned a grade below a 2.7 in **IPM 504** so the course does not count for the degree requirements. Although the student took another course to meet total credit requirements, the degree audit still shows a **"NO"** flag.

COURSES NOT ASSIGNED to REQUIREMENTS

The following courses have been completed, but have no dissertation and capstone courses taken after you satisfy requirement, see your adviser.

Qtr	Course Name	Credits	Grade
WI17	IPM 504 GEO SPATIAL ANALY	3	2.6

NO

5)

Needs: **1** course

From:

IPM 504

Solution: Process a "Waive Course" 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. Locate the PSNAME for "Waive Course" for **IPM 504**.

		Waive course	REQSREQ/REQCT: -1
IPM 503	IPM27D	Allow a different course	COURSE:
		Waive course	REQSREQ/REQCT: -1
IPM 504	IPM27E	Allow a different course	COURSE:
		Waive course	REQSREQ/REQCT: -1

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

6. Refresh the degree audit. The **"NO"** flag is gone.

5)

NOTE: Waive IPM 504

DEGREE LEVEL

TEMPLATE

[Reference Tables](#)

Template Description

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

***i* Comment displayed on audit**

***i* Internal comment**

***i* Required count (REQCT) ***

***i* Authorization date**



***i* Authorization name**

** required field*