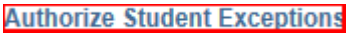
Entering Student Exceptions: Requirement Change

The following is the process for entering student exceptions. The Requirement Change student exception type is used to change the specified units in a requirement. A common example of this occurs when a student has been permitted to use more than the usual maximum number of 200-level courses toward their degree requirements.

1. Click the **Academic Advisement** link.

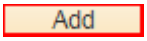
2. Click the **Student Advisement** link.

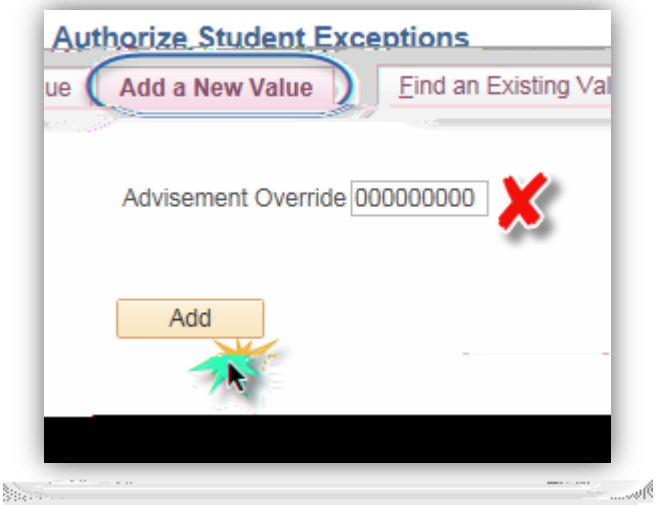
3. Click the **Authorize Student Exceptions** link.

   tab.

5. Do not change the Advisement Override field value. Click the **Add** button.



6. In the Description field enter a brief description of the exception. In the Short Description field enter the course or requirement involved (e.g. Junior). In the Long Description field explain the exception in a way that will make sense to a student as this will be visible to the student in the Advisement Report. **NOTE:** Faculty Advising offices may have established standardized wording protocols for these three fields. Check with your supervisor for details. Click the **Look up Academic Career** button and click either the **UGRD** or **GRAD** link, depending on the student.

7. If the exception is specific to a student's major, minor, or Area of Study, enter the appropriate value under Academic Plan. If the exception is not specific to one of these areas (as in this example), leave the academic plan blank.

8. In **Selection Data** enter the student's ID number (e.g. 10159108). Note: In the example the data is scrambled for FOIP reasons and the students name is not the actual student.

9. Click the **Operation Code** list. A list of Operation Codes display:

10. Click the **Requirement Change** list item.

11. Click the **Look up Level** button.

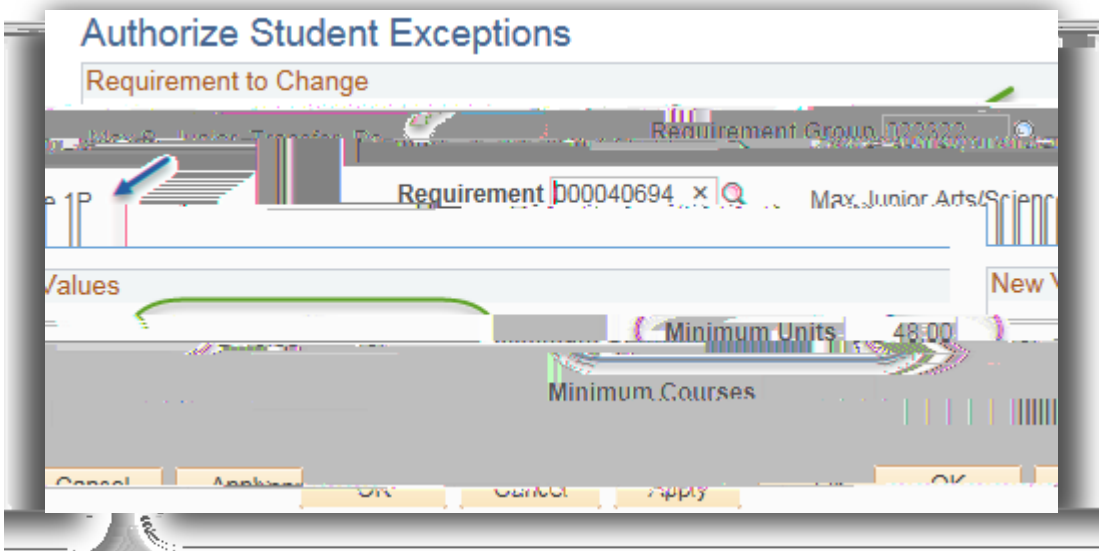
12. After all values are entered on Authorize Student Exceptions you may create the exception. Click the **Create Exception** link.

13. At this point you need to reference the **Requirement Group** number from the Academic Advisement Report. Therefore you must open a new window and navigate to Academic Advisement > Student Advisement > Request Advisement Report. Detailed instructions for Academic Advisement Report are available on the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) website.

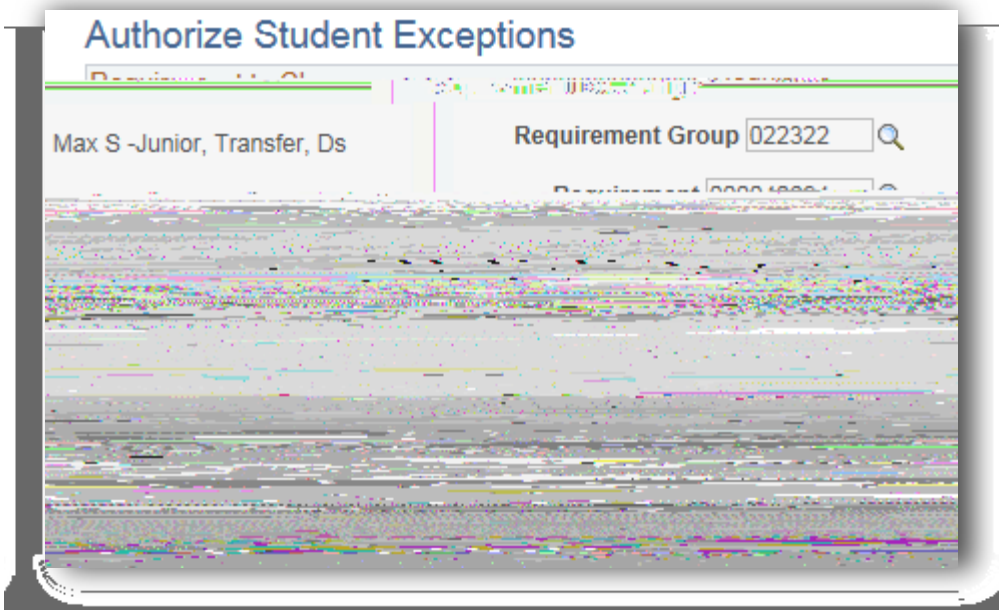
14. On Advisement Report select **Show Hidden RG**. Click **Collapse All** to see the hidden RG's in order to find the max rule for which the student has an approved exception. In this example the student has been permitted to exceed the number of 200-level course units normally allowed to count

17. **Important:** Make a note of the RG number **(e.g. 022322)**

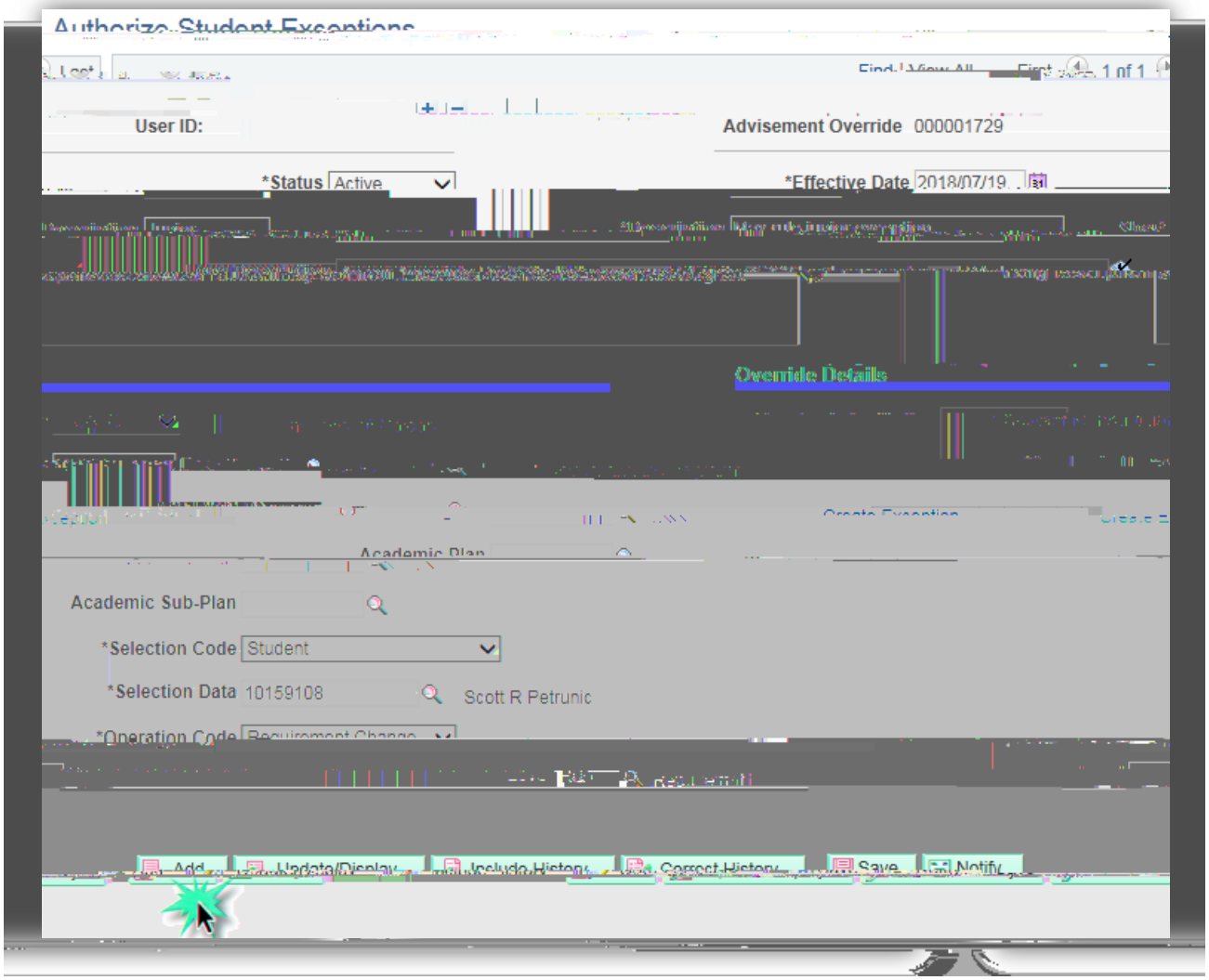
22. After entering both the Requirement Group and Requirement numbers in **Requirement to Change** the New Values in Minimum Units auto populates to 48.00.



23. In Minimum Units delete the units (48.00) and replace the Minimum Units value with the number of units the student has been approved for **(e.g. 51.00)**. Click the **OK** button.

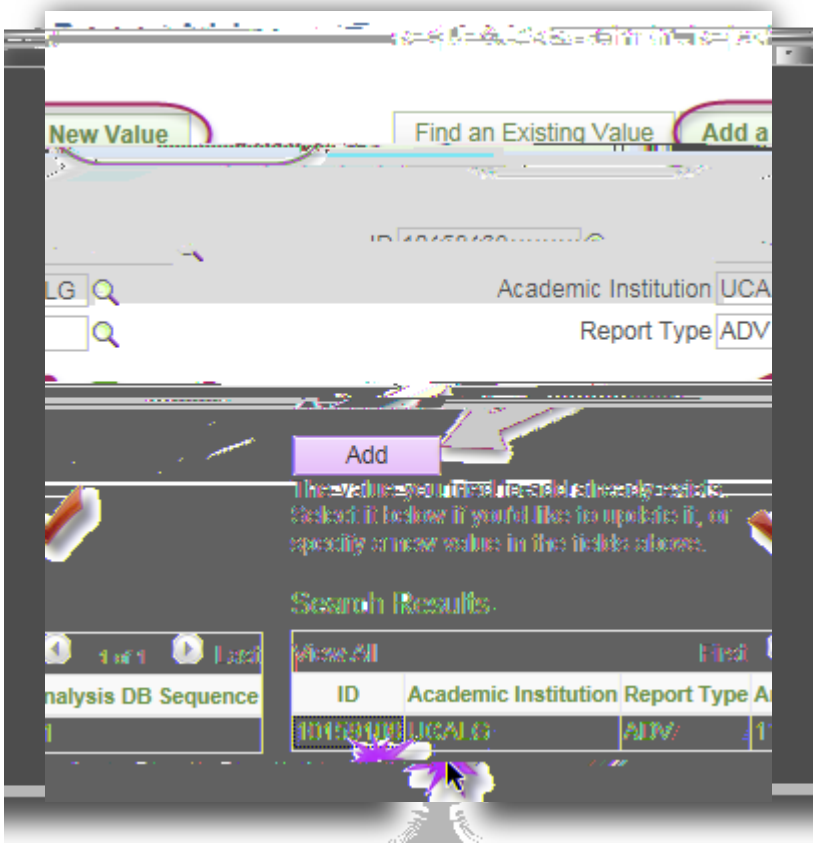


24. On Authorize Student Exceptions **save** the exception and navigate back to the Request Advisement window. Click the **Save** button.



25. Complete another **Request Advisement Report** to view the updated units. Repeat the process to Request Advisement Report (enter the student ID number and the Report Type (ADV). Click the **Add** button.

26. Since the Request Advisement Report has been previously requested you will be prompted to select it to update. Click the **Student ID** link.



27. Repeat the Process Request to generate an updated request. Click the **Process Request** button.

28. As before, remember to select **Show Hidden RG** and click **Collapse All** button.

29. Click the **Expand section Max Requirements Junior...** link.

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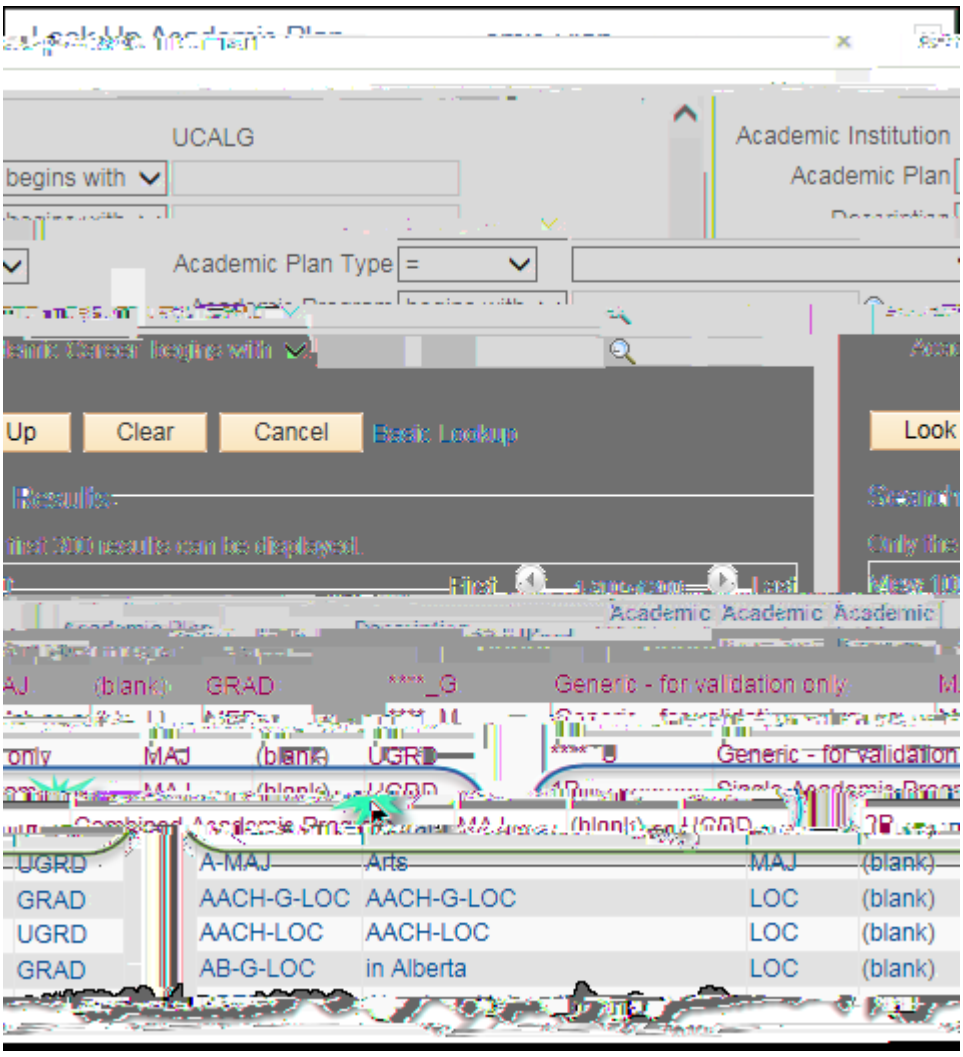
36. On Look Up Academic Plan select either 1P (Single Academic Program) or 2P (Combined Academic Program). For this example click the **1P** link.



37. Enter the Student ID number in the Selection Data field (e.g. 10159108). Click the **Operation Code** list. Click the **Requirement Change** list item.

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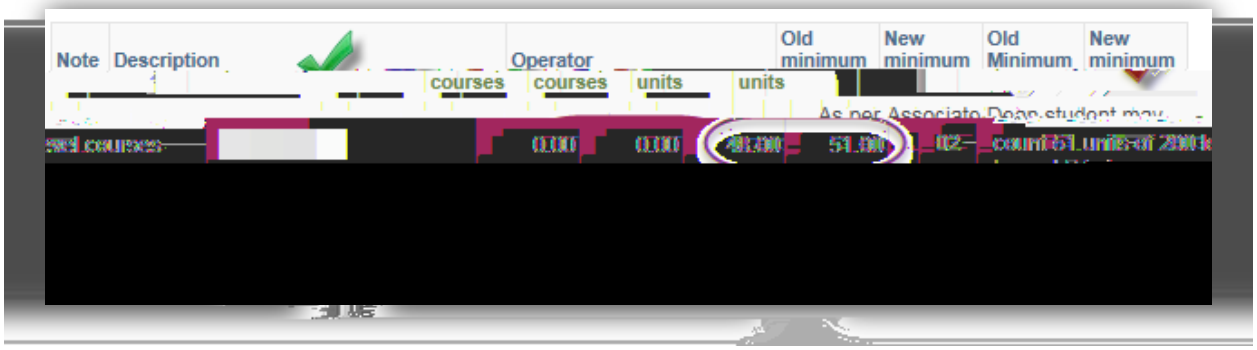
45.

Requirement Change

53. In the Limiting Requirements RG you will still see 48 units unchanged by the exception; however this is misleading. Note the requirement now indicates **'Satisfied'**. Also, in the Limiting Requirements RG, displayed is a Note 'Note 02: Required units or cour ses have been changed.' Click the **Note 02:** link.

54. Clicking on Note 02 displays the Long Description explanation you entered, which clarifies that the exception is successfully in place. Also indicated are the Old Minimum units (48.00) and the New minimum unit (51.00). Click the **Return to Academic Advisement Report** link.



For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.