Entering Exceptions

Navigation: _CalCentral_ > **Student Lookup > Student Overview** page > **Advising Resources** section > **Academic Progress Report** link

Exceptions are manual adjustments that can be made in the Academic Progress Report. They are exceptions for a particular student, not a change of the requirement itself. You must have the Advisor role (access) in order to add exceptions. Furthermore, depending on your level of security access, you may not be able to make exceptions to UC requirements, only for certain programs, plans, and sub-plans.

If reviewing a graduate student's APR, do not waive the Graduate Division Requirements. Also note that some of the graduate requirements are satisfied by Milestones, not through exceptions. These are usually the requirements that are not fulfilled by taking certain classes or units. Examples include Papers, Presentations, and Qualifying Exams.

The three types of exceptions are:

1. **Requirement Waiver**: Waive an existing requirement.
2. **Course Directive**: Identify a course that meets OR should be excluded from meeting a requirement. This is the most common of the three. It is mainly used for undergraduates.
3. **Requirement change**: Change the number of required units or courses.

We will see an example of each exception below.

After loging in to _CalCentral_, and looking up a student:

On the **Student Overview** page, in the **Advising Resources** section (lower left corner), click the **Academic Progress Report** link.

Note: There are other ways to navigate to the APR but this is the most direct and least confusing way.

The **Academic Progress Report** appears.

For more information about the APR, see the *Academic Progress Report* job aid.

<table>
<tr><td></td><td>✅ Taken</td><td>◆ In Progress</td><td>⭐ Planned</td></tr>
</table>

UNIVERSITY REQUIREMENTS (RG-0131)

Not Satisfied: Students must complete the following University requirements.

University of California Entry Level Writing (R-0001)

Not Satisfied: Students must complete the UC Entry Level Writing requirement no later than the end of their second semester of enrollment.

▽ **Entry Level Writing**

Not Satisfied:

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COLWRIT N1	Writing In The Univ	2.00			
COLWRIT N1A	College Writing S1a	5.00			
COLWRIT R1A	College Writing 1a	6.00			

View All | First ◀ 1-3 of 3 ▶ Last

American History (R-0002)

Not Satisfied: Students must complete the following with a minimum letter grade of C-, or pass.

Requirement Waiver

In this example, we have scrolled to the **Foreign Language Requirement** section.

The first 10 courses that satisfy the foreign language requirement display.

If needed, we can click the **View All** link, to reveal all courses that fulfill the requirement.

Foreign Language (R-0294)

Not Satisfied: Students must complete the following with a letter grade or specified minimum test score.

▽ **Foreign Language**

Not Satisfied: Students must complete with a letter grade. Variable unit foreign language courses must be taken for the maximum unit value to satisfy the requirement.

Course Directive ▾ »

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
AFRICAM 7B	Elementary Wolof	4.00				
AFRICAM 11B	Elementary Swahili	4.00				
AFRICAM 13B	Elementary Zulu	4.00				
AFRICAM 30B	Elementary Chichewa	4.00				
ARABIC 1B	Elementary Arabic	5.00				
ARMENI 1B	Intro Armenian	3.00				
BANGLA 1B	Intro Bengali	5.00				
BOSCRSR 27B	Intro Bos/Croa/Serb	5.00				
BULGARI 28B	Intro Bulgarian	5.00				
BURMESE 1B	Intro Burmese	5.00				

View All | First ◀ 1-10 of 62 ▶ Last

The system woud display all courses that fulfill that requirement.

MONGOLN 1B	Elem Mongolian	5.00				
NORWEGN 1B	Begin Norwegian	4.00				
PERSIAN 1B	Elem Mod Persian	5.00				
POLISH 25B	Intro Polish	5.00				
PORTUG 12	Elementary Portug	5.00				
PUNJABI 1B	Introd Punjabi	5.00				
ROMANI 1B	Intro Romanian	3.00				
RUSSIAN 2	Elementary Russian	5.00				
RUSSIAN 6B	Intro Russ Herit Sp	3.00				
SANSKR 100B	Elem Sanskrit	5.00				
SCANDIN 101B	Intro Old Norse Ii	4.00				
SEMITIC 100B	Aramaic	3.00				
SPANISH 2	Elem Spanish	5.00				
SSEASN 1B	Elem Telugu	4.00				
SSEASN 100B	Filipino	999.99				
SWEDISH 1B	Begin Swedish	4.00				
TAMIL 1B	Introd Tamil	5.00				
TELUGU 1B	Elem Telugu	4.00				
THAI 1B	Introductory Thai	5.00				
TIBETAN 1B	Elementary Tibetan	5.00				
TURKISH 1B	Elem Modern Turkish	5.00				
VIETNMS 1B	Intro Vietnamese	5.00				

View 10 | First 1-62 of 62 La

However, in this example, this is an international student who is not required to complete the foreign language requirement.

So we will waive this requirement.

We start by clicking the **create exception** drop-down list.

The three types of exceptions will display.

▽ Foreign Language

create exception... ▼ ≫

Not Satisfied: Students must complete with a letter grade. Variable unit foreign language courses must be taken for the maximum unit value to satisfy the requirement.

• Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
AFRICAM 7B	Elementary Wolof	4.00				
AFRICAM 11B	Elementary Swahili	4.00				
AFRICAM 13B	Elementary Zulu	4.00				
AFRICAM 30B	Elementary Chichewa	4.00				

Not Satisfied: Students must complete the following with a letter grade or specified minimum test score.

▽ Foreign Language

create exception... ▼ ≫
Course Directive
Requirement Chang
Requirement Waive
create exception... ▼

Not Satisfied: Students must complete with a letter grade. Variable unit foreign language courses must be taken for the maximum unit value to satisfy the requirement.

• Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
AFRICAM 7B	Elementary Wolof	4.00				
AFRICAM 11B	Elementary Swahili	4.00				
AFRICAM 13B	Elementary Zulu	4.00				
AFRICAM 30B	Elementary Chichewa	4.00				

From the **create exception** drop-list, we'll click **Requirement Waiver**.

create exception... ▾ »
Course Directive
Requirement Chang
Requirement Waive
create exce...ion...
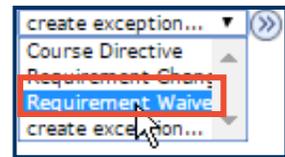
Then click the **Go** button to the right.

Requirement Waive ▾ »
Go
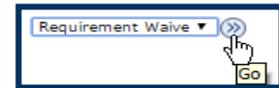
In the **Long Description** text box, enter an explanation of why the exception was made.

This information will <u>not</u> appear on a student's transcript. It will only show in the *APR* and *What-If* report.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Foreign student - not required to take another language.

Requirement Line to Waive

Requirement Group: 000468   COLLEGE OF CHEMISTRY PROGRAM

Requirement: 000001481   Foreign Language

Line Nbr: 0010   Foreign Language

Save and Reprocess APR   Save   Cancel

The last step to add a **Requirement Waiver** is to click the **Save and Reprocess APR** button.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Foreign student - not required to take another language.

Requirement Line to Waive

Requirement Group: 000468   COLLEGE OF CHEMISTRY PROGRAM

Requirement: 000001481   Foreign Language

Line Nbr: 0010   Foreign Language

Save and Reprocess APR   Save   Cancel

After saving and reprocessing, a message to appears under the **Foreign Language** section header confirming the requirement has been waived, along with the description.

The system will also display a waiver number and the

Foreign Language (R-1481)

Not Satisfied: Students must complete the following with a letter grade, approved high school foreign language courses, or specified minimum test scores.

▽ **Foreign Language**

Waived: Students must complete the following with a letter grade.

This requirement has been waived
Foreign student - not required to take another language. (000000727)
Entered by: 12657

UID of the person who entered the exception.

Course Directive

Course directives are applied when:

- a student is <u>approved</u> to take a course not normally accepted for a requirement (substitution)
- a student is <u>excluded</u> from taking a course that normally meets a requirement;
- a department wants to make an exception to a requirement rule for a student;
- a requirement is set up so that any courses that apply must be approved by the advisor.
- a department has a "wild card" requirement, such as "any 3 courses in a particular area" without providing a list of specific courses. This is more common for graduate students. GSAOs then add the course.

Substitution or Addition:

We have scrolled through a student's **APR** to the **major requirements** for a **Media Studies BA**.

In this example, the student has not taken the approved course to meet the **U.S. Government & Politics** requirement.

However this student may have taken other classes that we can use to fill this requirement for this student.

▼ MEDIA STUDIES BA (RG-0204)

Not Satisfied: Students must complete the following requirements for the BA in Media Studies. Media Studies is a capped major.

Prerequisites (R-0378)

Not Satisfied: Students must complete each course with a letter grade. Students may apply to the major when they have completed 4 prerequisites OR have completed 3 prerequisites, including MEDIAST 10, and are enrolled in the 4th.

▷ Major Declaration Eligibility

▷ Introduction to Media Studies

▷ Post Civil War U. S. History

▽ U. S. Government and Politics

Not Satisfied:

- Units: 1.00 required, 0.00 taken, 1.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
POLSCI 1	Intro American Pol	4.00					

View All | 🔗   First ◀ 1 of 1 ▶ Last

2. We'll scroll down to the **Additional Coursework** section.

   These are classes the student has passed or is taking that have <u>not</u> been allocated to meet a requirement. This includes courses from other schools.

   Click the **Expand Section** icon within the **Courses Not Allocated** section.

3. The system displays up to 10 additional courses.

   If needed, click **View All**, to see a complete list of courses that have not allocated.

4. After reviewing the course list, we have decided that for this one student, we willl allow PoliSci 179 (which the student is currently taking – noted by the yellow diamond symbol meaning "In Progress") to satisfy the **U.S. Government & Politics** requirement.

5. Return to the **U.S. Government & Politics** requirement section.

   Click the **create exception** drop-list for that section.

6. Select **Course Directive**.

Click the **Go** button.
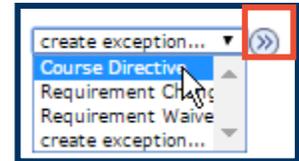
In the **Long Description** field, enter an explanation of why this is being added. This will be visible to the student and advisors.

Select a **Directive Type**. In this example we leave the defaulted choice of **Substitute**.

Ensure **Course Source** is set to **Enrollment.**

Click the **Search** button.

7. Enter the **Subject Area** (if known). Otherwise, use the **Look Up** icon to search.

Using the Lookup:

In this case, we'll search for *Political Science* courses the student has taken.

In **Subject Area**, we've changed the criteria to "*contains*", then entered the beginning letters of "*Pol*".

Click **Lookup**.

From the search results we'll click *POLSCI*.

POLSCI   POLSCI   Political Science

8. Back on the **Student Course Directive Search** page, the Subject Area is now filled out.

   If known, we can also enter a **catalog number** (e.g. *179*), to narrow the search results to the specific class.

Student Course Directive Search

Academic Institution:	UC Berkeley
Subject Area:	POLSCI 🔍 Political Science
Catalog Nbr	179
Description	

Search

9. Click the **Search** button.

10. From the results displaying in **Course Selection**, click in the checkbox of the course to use as an exception.

Course Selection

Find | View All | 📇   First ◀ 1 of 1 ▶ Last

| Course Information | Additional Information | 📇 |

		Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned
1	☑	POLSCI	179	COLLOQ ON POL SCI	119173	32484	001	1	2172	1		1.00

11. We are returned to the **Authorize Student Exceptions** page, which now shows information about the directed course, including: our description, term taken, grade, course ID number, class number, section number, and units.

    NOTE: To add more than 1 class for this Course Directive exception, you would need to click the Plus sign to add another Directed Course. If you add them separately, the system will only retain 1.

12. When finished, click the **Save and Reprocess APR** button.

Authorize Student Exceptions

Description	
Advisement Override:	000000000
Long Description:	Allowing PolSci 179 to satisfy this requirement because....

Direct Courses to

Requirement Group:	000204	MEDIA STUDIES BA
Requirement:	000000378	MEDIAST Prerequisites
Line Nbr:	0040	U. S. Government and Politics

Directed Courses — 1 of 1

*Course Sequence: 0001   *Directive Type: Substitute   ⊞ ⊟
Course Source: Enrollment   Search

Subject:	POLSCI	Catalog:	179	COLLOQ ON POL SCI
Course ID:	119173	Offer Nbr:	1	
Grade:		Units:	1.00	
Session:	1	Section:	001	Class Nbr: 32484
Term:	2172	2017 Spring		
Directed Units:		Min Grade Points/Unit:		
Directed Courses:				
Course Topic ID:				

Save and Reprocess APR   Save   Cancel

13. After the reprocessing has occurred, we are returned to the APR.

    The **right-pointing triangle** indicates the **U.S. Government & Politics** requirement is satisfied.

Prerequisites (R-0378)

Satisfied: Students must complete each course with a letter grade. Students may apply to the major when they have completed 4 prerequisites OR have completed 3 prerequisites, including MEDIAST 10, and are enrolled in the 4th.

- Courses: 0 required, 4 taken, 0 needed
- GPA: 0.000 required, 0.000 actual

▷ **Major Declaration Eligibility**

▷ **Introduction to Media Studies**

▷ **Post Civil War U. S. History**

▷ **U. S. Government and Politics**

Optional : To see the information, click the triangle to expand the section.

The requirement is now **Satisfied**.

The details show that that **PolSci179** will be used to satisfy the requirement. (Note: The yellow diamond indicates this class is still *In Progress*, if successfully completed it will satisfy the requirement. If the class is not successfully completed, the requirement will revert to "Not Satisfied".)

U. S. Government and Politics

Satisfied:

- Courses: 0 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
POLSCI 179	COLLOQ ON POL SCI	1.00	2017 Spring		01	◆	

View All | 🔳   First ◀ 1 of 1 ▶ Last

Optional: In the **Notes** column, we can click the "*01*" to see the explanation entered in the **Long Description** field.

U. S. Government and Politics

Satisfied:

- Courses: 0 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
POLSCI 179	COLLOQ ON POL SCI	1.00	2017 Spring		01	◆	

Our note in the **Description** field will display.

Academic Progress Report

Return to Academic Progress Report

Note	Description
01	Allowing PolSci 179 to satisfy this requirement because.... (000001000)

Exclusion (prohibit a course from being used to fulfill a requirement):

14. Locate a requirement and course that you want to exclude from meeting that requirement.

In this example, we will exclude **Anthro 1** from satisfying the **Biological Sciences** requirement.

Biological Sciences

Satisfied:

- Courses: 1 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
ANTHRO 1	Intro To Bio Anthro	4.00	2013 Fall	B-	✔	

View All | First 1 of 1 Last

create exception... ▼ »

15. From the **create exceptions** drop-list, choose **Course Directive**.

create exception... ▼ »
Course Directive
Requirement Cha...
Requirement Waive...
create exception...
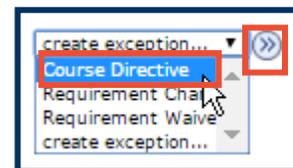
16. Then click the **Go** button. »

17. Enter a **Long Description**.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Anthro 1 (Intro to Bio Anthro) 4.0 units

Direct Courses to

Requirement Group:	000596	COLLEGE OF L & S PROGRAM REQS
Requirement:	000000295	Breadth Requirement - UCLS
Line Nbr:	0020	Biological Sciences

18. Set **Directive Type** to "*Exclude*".

Directed Courses   1 of 1

*Course Sequence: 0001   *Directive Type: Exclude ▼   + −

Course Source: Enrollment ▼   Search

19. Click the **Search** button.

Subject:	Catalog:	
Course ID:	Offer Nbr:	
Grade:	Units:	
Session:	Section:	Class Nbr:
Term:		
Course Topic ID:		
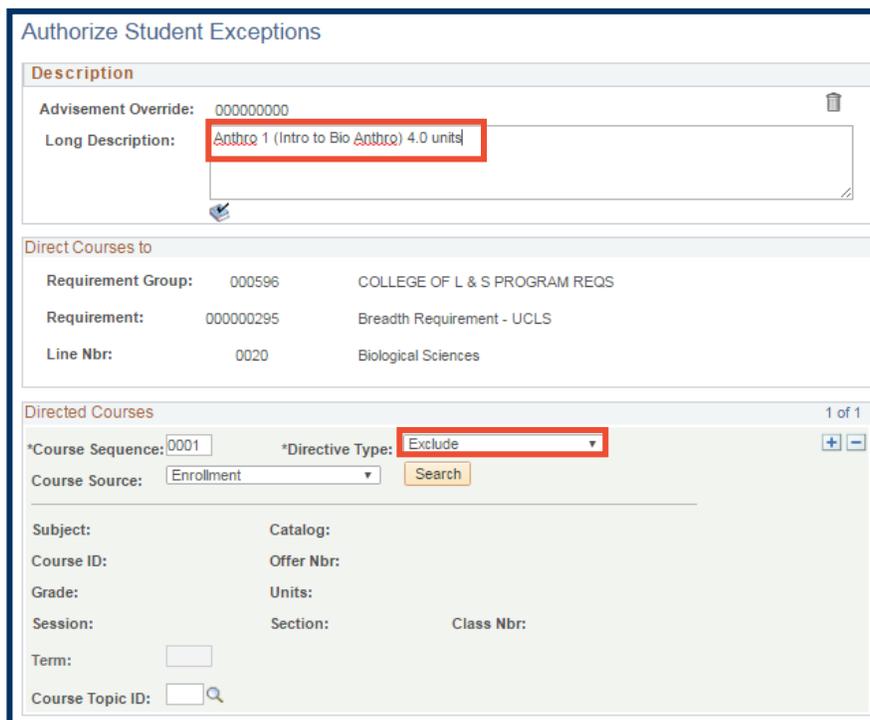
20. Type some or all of the characters of the **Subject Area**.

Or use the **Lookup icon** to locate the name of a Subject Area.

Student Course Directive Search

Academic Institution: UC Berkeley

Subject Area: ANTHRO

Subject Area	Academic Organization	Description
ANTHRO	ANTHRO	Anthropology

Catalog Nbr

21. Enter the **Catalog Number**, and then click the **Search** button.

Student Course Directive Search

Academic Institution: UC Berkeley

Subject Area: ANTHRO   Anthropology

Catalog Nbr: 1

Description:

Search

Return

22. Click the checkbox for **Anthro 1**.

This selects Anthro 1 to be excluded.

Course Selection

Find | View All | First ◄ 1 of 1 ► Last

Course Information | Additional Information

	Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned
1 ☑	ANTHRO	1	Intro To Bio Anthro	100543	42460	X001	1	2138	1	B-	4.00

23. We are returned to the **Authorize Student Exceptions** page.

Notice that subject, course ID, grade, units, section, and class number have been updated.

Authorize Student Exceptions

Description

Advisement Override: 000000000

Long Description: Anthro 1 (Intro to Bio Anthro) 4.0 units

Direct Courses to

Requirement Group: 000596   COLLEGE OF L & S PROGRAM REQS

Requirement: 000000295   Breadth Requirement - UCLS

Line Nbr: 0020   Biological Sciences

Directed Courses   1 of 1

*Course Sequence: 0001   *Directive Type: Exclude

Course Source: Enrollment   Search

Subject:	ANTHRO	Catalog:	1 Intro To Bio Anthro
Course ID:	100543	Offer Nbr:	1
Grade:	B-	Units:	4.00
Session:	1	Section:	X001 Class Nbr: 42460
Term:	2138	2013 Fall	
Course Topic ID:			

24. Click the **Save and Reprocess APR** button.

Save and Reprocess APR   Save   Cancel

25. This will return us to the APR, where we see that the requirement for **Biological Sciences** has no longer been met.

If this requirement had <u>not</u> already been met , we would no longer see Anthro 1 as an option that would satify the requirement.

Reminder: This change is for just this student – we are not changing the eligibilty for any other students.) to satisfy the requirement.

▽ **Biological Sciences**

Not Satisfied:

Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
View Course List	Biological Sciences					

View All | 🗗   First ◄ 1 of 1 ► Last

Requirement Change

Requirement changes are applied if the number of courses or units required of a student need to be adjusted (to either increase or decrease). In this example, we have a transfer student that we are concerned may reach their maximum number of units before satisfying the college's unit requirement, so we will *decrease* the number of units they need to satisfy this college requirement.

26. L&S has a **Unit Requirement** of 60 units within the College of Letters & Science.

This student has completed four in the College of Letters & Science, and has fifty-six remaining.

> **UCLS Unit Requirements (R-0297)**
>
> **Not Satisfied:** Students must complete minimum required units.
>
> ▽ **Units within College of Letters & Science**
>
> **Not Satisfied:** Students must complete a minimum of 60 units of coursework offered within the College of Letters & Science.
>
> PE courses and courses numbered 300 and higher are excluded from the 60 units.
>
> • Units: 60.00 required, 4.00 taken, 56.00 needed
>
> The following courses were used to satisfy this requirement:
>
> | Course | Description | Units | When | Grade | Status | Course Type |
> |--------|-------------|-------|------|-------|--------|-------------|
> | PHILOS 3 | Nature Of Mind | 4.00 | 2016 Fall | | ◇ | |
>
> View All | First 1 of 1 Last

27. Select **Requirement Change** from the **create exception** droplist, and click the **Go** button. ≫

> create exception... ▼ ≫
> Course Directive
> Requirement Change
> Requirement Waive
> create exception...

28. The **Authorize Student Exceptions** window opens.

Enter a **Long Description**.

Change the number of **units** or **courses**. In this example, we have reduced the required number of L&S units from 60 to 56.

Click **Save and Reprocess APR**.

> **Authorize Student Exceptions**
>
> **Description**
>
> Advisement Override: 000000000
>
> Long Description: Change in Minimum Units
>
> **Requirement Line to Change**
>
> Requirement Group: 000596   COLLEGE OF L & S PROGRAM REQS
> Requirement: 000000297   UCLS Unit Requirements & Limit
> Line Nbr: 0010   Units within CLS
>
> **New Values**
>
> Minimum Units: 56.00   Maximum Units Allowed: 56.00
> Minimum Courses: Maximum Courses Allowed:
>
> [Save and Reprocess APR] [Save] [Cancel]

29. We will then see a confirmation with the **Long Description** (notes), the **UID** of the person who made the change and the new reduced **requirement** (52 units still needed).

UCLS Unit Requirements (R-0297)

Not Satisfied: Students must complete minimum required units.

▽ **Units within College of Letters & Science**

Not Satisfied: Students must complete a minimum of 60 units of coursework offered within the College of Letters & Science.

PE courses and courses numbered 300 and higher are excluded from the 60 units.

> **Note 01: Required units or courses have been changed.**
> **This requirement has been changed**
> Minimum Courses changed from 0 to 0
> Change in Minimum Units (000000404)
> **Entered by:** 1058444
> • Units: 56.00 required, 4.00 taken, 52.00 needed

Support

For questions or assistance, please contact SIS Support.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://berkeley.service-now.com/ess/create_incident**
- For more information and job aids visit http://sis.berkeley.edu/training/academic-advising-resources