How to Enter 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.

1. After logging in to CalCentral, and looking up a student:

   On the Student Overview page, in the Advising Resources section (lower left corner), select 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.
2. The Academic Progress Report appears.

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

Requirement Waiver

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

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

2. If needed, we can select the View All link, to reveal all courses that fulfill the requirement.
3. The system will display all courses that fulfill that requirement.

4. 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.

5. We start by selecting the create exception drop-down list. The three types of exceptions will display.
6. From the **create exception** drop-list, we’ll select **Requirement Waiver**.

7. Then select the **Go** button to the right.

8. In the **Long Description** text box, enter an explanation of why the exception was made.

9. This information will **not** appear on a student’s transcript. It will only show in the **APR** and **What-If** report.

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

11. 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 UID of the person who entered the exception.
Course Directive

Course directives are applied when:

- a student is approved to take a course not normally accepted for a requirement (substitution)
- a student is excluded 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.

1. We’ll review this student’s enrollments in CalCentral to see if there is another course that can be used in place of POLSCI1.

2. After reviewing the course list, we have decided that for this one student, we will allow PoliSci 179 (which the student is currently taking) to satisfy the U.S. Government & Politics requirement.
   Select the create exception drop-list for that section.

   Select the Go button.

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

6. Select a Directive Type. In this example we leave the defaulted choice of Substitute.
   Ensure Course Source is set to Enrollment.
   Select 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”.

Select **Lookup**. From the search results we’ll select **POLSCI**.

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.

9. Select the **Search** button.

10. From the results displaying in **Course Selection**, select the checkbox of the course to use as an exception.
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 select the Plus sign to add another Directed Course. If you add them separately, the system will only retain 1.

12. When finished, select the Save and Reprocess APR button.

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.
Optional: To see the information, select 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”.)

Optional: In the Notes column, we can select the “01” to see the explanation entered in the Long Description field.

Our note in the Description field will display.
**Exclusion (prohibit a course from being used to fulfill a requirement):**

1. 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.

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

3. Then select the Go button.

4. Enter a Long Description.

5. Set Directive Type to “Exclude”.

6. Select the Search button.

7. Type some or all of the characters of the Subject Area.

   Or, use the Lookup icon to locate the name of a Subject Area.
8. Enter the **Catalog Number**, and then select the **Search** button.

![Student Course Directive Search](image)

9. Select the checkbox for **Anthro 1**.

This selects Anthro 1 to be excluded.

![Course Selection](image)

10. 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](image)

11. Select the **Save and Reprocess APR** button.
12. 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 not already been met, we would no longer see Anthro 1 as an option that would satisfy the requirement.

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

1. 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.

2. Select **Requirement Change** from the create exception drop-list, and select the **Go** button.

3. 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.

   Select **Save and Reprocess APR**.
4. 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).

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**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit: [sis.berkeley.edu/training](http://sis.berkeley.edu/training)