

## Exceptions in uAchieve

### How to create a 'Split' Course to apply to graduate requirements.

Run and open an audit for the student, click on the 'Enter Exceptions Mode' button.

AS79 - CLINICAL RESEARCH (MAS)

Prepared On	10/15/2018 02:30 PM	PID	
Program Code	GRADAS79MAS	Catalog Year	Summer III 2017



Enter Exception Mode

From the audit, click on the 'Advanced Exceptions' icon from any area of the audit:

∨ >> DEPARTMENTAL REQUIREMENTS <<

∨ AS79 - CLINICAL RESEARCH (MAS)

GENERAL CATALOG SUMMER 2017



∨ Core Curriculum

EARNED: 24.00 Units



1) Core



Once the "Choose an Exception Type" window opens, select the "Create Split Course" exception from the list presented.

#### Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
Add Course	AU
Add a Marker	MK
Allow Pass/No-Pass/D Grades	PN
CISIS Repeat Code Exception	XI
Change Minor Catalog	X2
Change Primary Catalog	XY
Course Manipulation	XC
Create Split Course with S Grade	XP



Enter Course (formatted as Subject (4 char) + Course Number), Select Year/Term from pull-down values, and enter hour/units:

### Add Create Split Course with S Grade

Course	MED 277
Year/Term	Spring 2018
Hours	2.00
Assign Condition Code	
Note	
Memo	
Authorized By	GSC
Date	10/15/2018

**Note:** If the course matches an acceptable course in the encoded list, no further action is necessary.

However, this exception is typically performed because the split portion needs to be applied to more than one requirement. In this example, the desire was to also apply the course to the Electives requirement:

✖ **Electives**  
 EARNED: 4.00 Units

✖ General Electives

W18	CLRE263	2.0	A	Longitudinal Data Analysis
SP18	CLRE265	2.0	A	Advanced Regression Methods

NEEDS: 2.00 Units

COURSES:

- BIostatistics: CLRE 260,262,264,270
- Biomedical: MED 262,263,264,267,268,269
- LDRSHp & MGMT: CLRE 230,231,232,233,234,235,258,260,266,268 FPM 246 HLAw 216 CLRE 270
- Global Health: FPM 270 HLAw 219A,219B MED 224 CLRE 260,270 FPM 267 MED 267 SPpS 273
- Transl. Resrch: CLRE 236,237,260,270 MED 224 SSP 273

A second exception, adding this to the appropriate requirement will be necessary (see documentation for 'How to add a course to a sub requirement').

Click "Save & Run Audit".

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▼  **Electives**  
*EARNED: 6.00 Units*

General Electives

WI18	CLRE263	2.0	A	Longitudinal Data Analysis
SP18	CLRE265	2.0	A	Advanced Regression Methods
SP18	MED 277	2.0	S	SPL

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