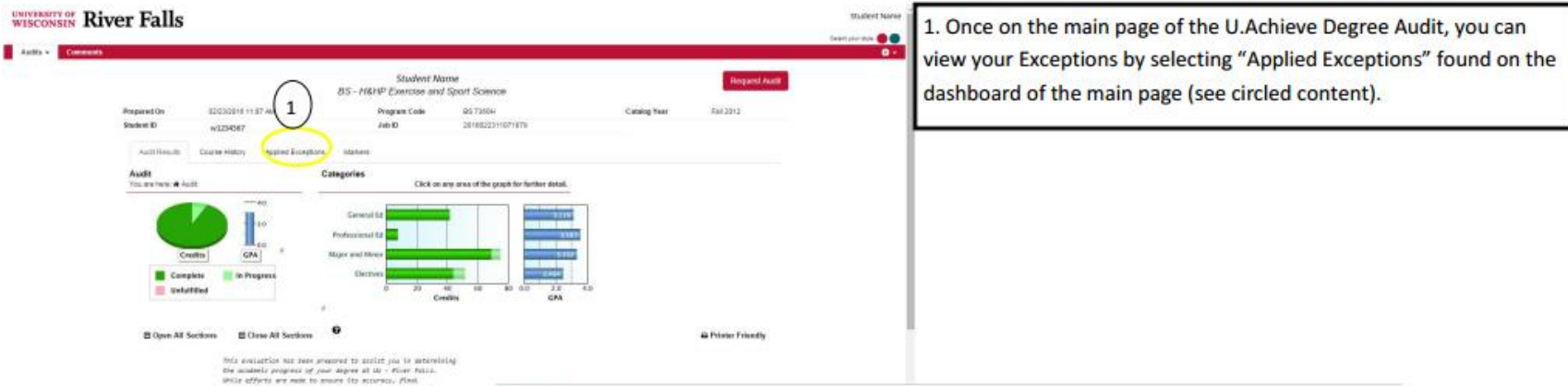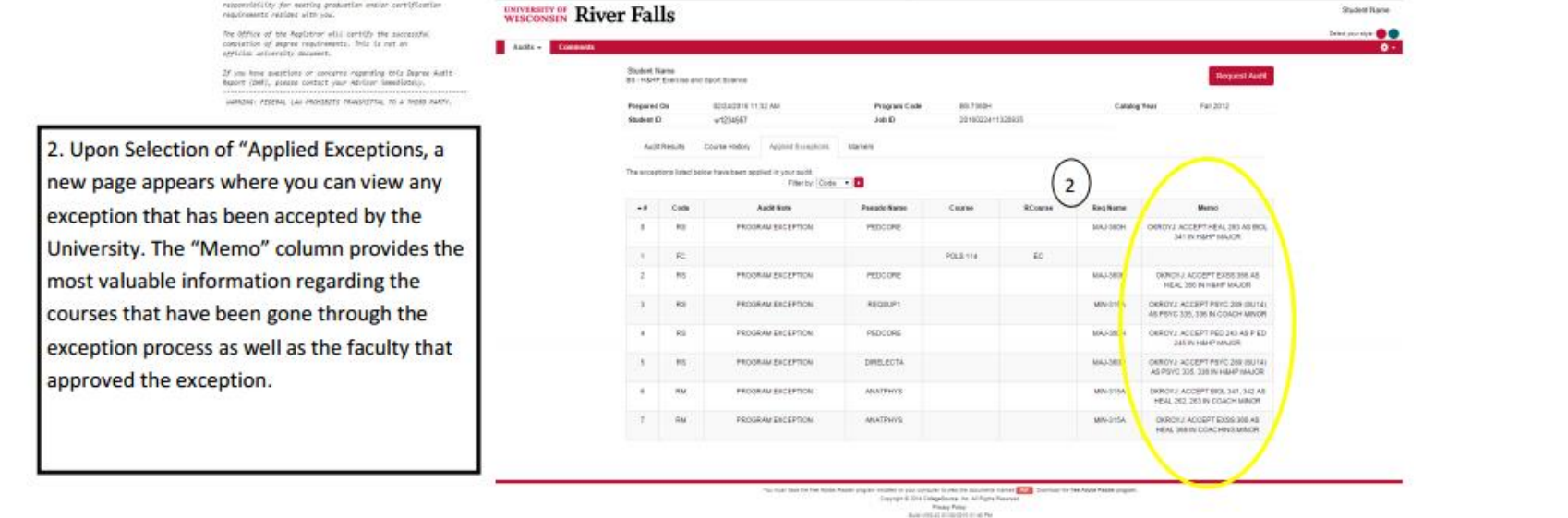**Program Exceptions:**

A program exception is an exception made allowing a course to fulfill the requirement of a similar course. Exceptions need to be approved and submitted directly to the Registrar's Office. If you are requesting an exception in your University Requirements, General Education, or College Requirements, you will need to see the Dean of your College. If the exception falls within your major or minor, you will need to see the department chair of the major or minor. Any exceptions or substitutions to your degree program that have been received in the Registrar's Office will be entered on your U.Achieve Degree Audit, placed in the "Applied Exceptions" tab.

1. Once on the main page of the U.Achieve Degree Audit, you can view your Exceptions by selecting "Applied Exceptions" found on the dashboard of the main page (see circled content).

2. Upon Selection of "Applied Exceptions, a new page appears where you can view any exception that has been accepted by the University. The "Memo" column provides the most valuable information regarding the courses that have been gone through the exception process as well as the faculty that approved the exception.