

Processing a Y-Exception

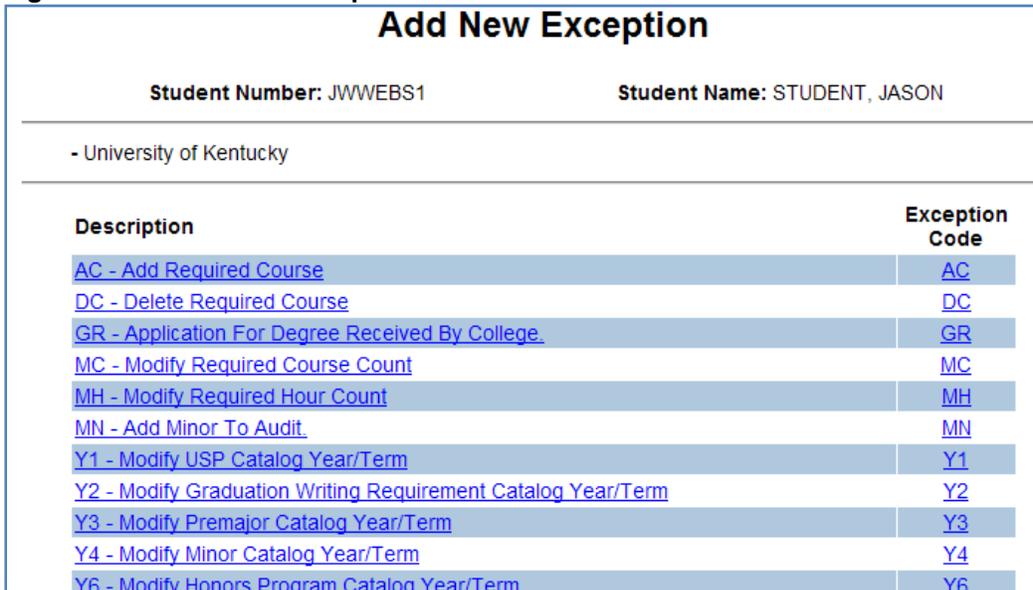
A Y-exception pertains to those exceptions that change specific catalog years such as for the University Studies Program, the Graduation Writing Requirement, and/or the Honors Program. When in APEX and adding the exception, the Y-exceptions are identified by a two character "Exception code" starting with the upper case "Y" such as "Y1, Y2, etc...."

- Starting on the Audit Request page, click on the menu (top of screen) and select "Add Exception". (See Figure 1) The "Add New Exception" screen should now show. (See Figure 2)

Figure 1.



Figure 2: List of APEX Exception.



2. Select the Y-exception appropriate to the situation. For example, if the Graduation Writing Requirement (aka Second Tier Writing Requirement) is showing on a student's audit and the student started UK prior to it being required, a Y-exception can be entered setting back the "catalog year" prior to Fall 2004, when this requirement became effective.

Note: If a student started on or after Fall 2004, then this requirement has to remain on the audit, but can be fulfilled via an exception request sent to Team APEX requesting the requirement be waived.

When reviewing the list of exceptions, the one pertaining to the Graduation Writing Requirement is the Y2 exception. (See Figure 3)

Figure 3.

Add New Exception	
Student Number: JWWEB51	Student Name: STUDENT, JASON
- University of Kentucky	
Description	Exception Code
AC - Add Required Course	AC
DC - Delete Required Course	DC
GR - Application For Degree Received By College	GR
MC - Modify Required Course Count	MC
MH - Modify Required Hour Count	MH
MN - Add Minor To Audit	MN
Y1 - Modify USP Catalog Year/Term	Y1
Y2 - Modify Graduation Writing Requirement Catalog Year/Term	Y2
Y3 - Modify Premajor Catalog Year/Term	Y3
Y4 - Modify Minor Catalog Year/Term	Y4
Y6 - Modify Honors Program Catalog Year/Term	Y6

3. Clicking on the Y2 exception will open this link displaying the exception form to be completed by the advisor. (See Figure 4)

Figure 4.

Modify Grad Writing Catalog Year/Term

Exception Code: Y2

Term:

Memo:

Authorized By:

Date:

Last Modified:
By:

4. This exception was designed to show only those fields needed for this exception to work properly. Using the **Term** field drop down menu, select a term that occurred prior to Fall 2004. Typically, “Fall 2003 (or before)” is the popular choice to guarantee success of exception. Use the **Memo** field to add a note. Anything populating the **Memo** field will not display on the audit. In the **Authorized By** field, enter the two digit college code (ie, AS, BE, CI, etc...) and finish by entering the current date in the **Date** field. (See Figure 5)

Figure 5.

The screenshot shows a web form titled "Modify Grad Writing Catalog Year/Term". The form has the following fields and values:

- Exception Code: Y2
- Term: 2003 Fall (or before) (dropdown menu)
- Memo: MEMO HERE... (text area)
- Authorized By: BE-ADVISOR (text input)
- Date: 02/23/2009 (text input)
- Last Modified: By: (text input)

At the bottom of the form, there are two buttons: "SaveAdd" and "Cancel".

5. Once the fields have been completed, click the “SaveAdd” button and proceed to produce a new audit verifying the exception is successful. If successful, the Graduation Writing Requirement should no longer appear on the audit.

6. If any problems arise, please, contact your APEX College Contact or Team APEX.