“W” Exception Types
Summary

“W” Exception Types

- Waive Hours – WH
“W” Exception Types

The “W” types of exceptions waive hours, courses or sub-requirements.

Number of hours in a specific sub-requirement are waived. Hours waived will show as hours taken.
The fields used in a WH exception are as follows:

- **PSname**: Enter the PSName of the specific requirement or sub-requirement in which the hours are to be waived. Start in the first space of the field;

- **Hours**: Enter the number of hours to be waived in the Hours field. DO NOT use a minus sign.

- **Course Note**: This acts as a note field, except this exception creates a course with the credit hours indicated. It will appear in the list of courses taken in the sub-requirement. Information entered in the Course Note field will print on the audit with the number of hours waived. Therefore, this can be used to display the actual course being used. There are 18 characters before the hours print.

- **Memo**: Enter pertinent information to document the exception in the Memo field (up to 3 lines), including the authorizing person's name, college, and date (i.e., "PER J DOE BA 8/1/05").
Example of how it appears in the audit shown below

- 7) GENERAL EDUCATION - 30 to 33 hours required to meet the School of Business 60 Hour General Education Policy Requirement. Course list available in the School of Business Advising Office. Business courses, including CIS 200, ACC 230 & 240 cannot be counted in the total. 5.0 Hours Taken

INTERN'L HRS USED  6.0
NEEDS: 24.0 HOURS

- BUSINESS PROGRAMS Hour Check
W. P. Carey School of Business
WH can also be used to waive International Hours that have been evaluated as Upper Division:

Edit Exception

Student Number: 10001234567

Waive Hours

Exception Code: WH

Name: MUPPER

Hours: 8

Course Note: Upper Division Internl Hrs

Memo: 8 International hours deemed upper division

Authorized By: SSNOW1

Date: 2012-10-09

Last Modified: 2012-10-09 10:49:44

By: SSNOW1

SaveEdit Cancel
If you have any questions about the “W” Exception Type, please email:

DARS-Q@ASU.EDU

THANK YOU!!