

# MANAGING DEGREE AUDIT EXCEPTIONS

## PURPOSE

The Office of the University Registrar (URO) is responsible for ensuring that degree audits accurately reflect Yale College policies and the curricular rules approved by academic departments and published in the Yale College Programs of Study (YCPS). This policy outlines the criteria under which the URO will process degree audit exception requests and clarifies circumstances in which exceptions cannot be granted.

## POLICY STATEMENT

When the degree audit is functioning correctly – meaning it is applying courses based on the published curriculum or degree rules – the URO will not process exceptions that are unnecessary or that deviate from the established requirements solely for departmental preference or individualized curricular design.

## CRITERIA FOR EXCEPTIONS

Exception requests may be processed by the URO when one or more of the following conditions are met:

### **Correction of an Audit Error**

- The degree audit is not applying a course in accordance with the YCPS rules.

### **Requirement Fulfillment Needed Elsewhere**

- The exception is needed to move a course that should meet another outstanding requirement. This applies when fulfilling a missing requirement – not to exchange or reorganize courses already applying correctly.

### **Overlap With Another Program of Study**

- A course is fulfilling another field of study and should be counted as one of the allowed overlap courses per YCPS policy.

### **Overarching Program Policy Restrictions**

- A course is not pulling due to broader program policies (e.g., CR-graded coursework limitations, transfer or term abroad credit rules, etc.) that should be considered acceptable for a specific student.

### **Degree Clearance Necessity**

- Without the adjustment, the student's audit would not complete the requirements needed for graduation, even though the student has legitimately met those requirements.

## EXCEPTIONS NOT PERMITTED

The URO cannot process exception requests that:

- Seek to reorganize coursework purely for aesthetic or advising preferences.
- Reflect individualized curricular restructuring not supported by YCPS policy.
- Attempt to override correct audit behavior that is functioning as designed.

#### DEPARTMENTAL GUIDANCE

The DUS has purview over determining whether a student has completed their major requirements, but URO exceptions should only facilitate that determination when a requirement remains unmet or the audit is incorrect. If the published rules already result in a complete audit or requirement, reassigning courses solely to match a preferred layout does not justify an exception.

Departments wishing to propose changes to how courses are categorized or applied within the audit should pursue updates through the annual YCPS, where the Degree Audit scribe is reviewed rather than through repeated individual exceptions.