

## 1 Limit access to a few

Entering exceptions is privileged access that should be limited to faculty and staff who understand program requirements and uphold all students to the spirit of these requirements.



## 2 Limit the use of waivers

A student's DT report should be an accurate representation of all the requirements they satisfied to complete their degree. Departments should ensure all students complete the core requirements of their major, in particular, whenever possible. Comparable course substitutions may be entered when applicable. Occasionally, a minor requirement change may be entered (e.g., waive one hour because of a credit-hour discrepancy). Requirement waivers should only be used for very special situations and when absolutely necessary. Do not use waivers as a quick fix.



## 3 Stay in your lane

Only enter exceptions under your program of study. If you notice something in need of adjustment under another program of study, contact that department.



## 4 Check & correct often

Someone should check each student's DT report every semester and enter exceptions and/or milestones to keep it accurate and up-to-date.



## 5 Evaluate & update curriculum

If you are entering the same exceptions over and over, consider updating your program's curriculum.

