



Memorandum

Date:

To: Dori McCracken, Undergraduate Registrar's Office, 213 Whitmore

From:

Subject: Student Exception

Please process exception(s) for the following student:

Student Name _____ SpireID _____

Plan _____ Subplan _____

Action ¹	Course (dept/number) ²	Transfer/UMass ³	RG	R	LN

Notes:

Requestor's phone number _____ Requestor's e-mail _____

- Action types:** **Direct** a course, **Exclude** a course, **Waive** (indicate whether waiving a line or an entire requirement), **Substitute** one course for another (only possible for courses within your department), **Change** (indicate how you want the line or requirement changed, e.g., require 11 units rather than 12)
- For a transfer course, please enter the department and course number from the UMass transcript (Sociol 1TRA) not the original transcript (SocSci 3125).
- Indicate whether the course was taken at UMass or on transfer/exchange.