



# Memorandum

**Date:**

**To:** Janet Danylieko, University Registrar's Office, 213 Whitmore

**From:**

**Subject:** Student Exception

Please process exception(s) for the following student:

Student Name \_\_\_\_\_ SpireID \_\_\_\_\_

Plan \_\_\_\_\_ Subplan \_\_\_\_\_

Action <sup>1</sup>	Course (dept/number) <sup>2</sup>	Transfer/UMass <sup>3</sup>	RG	R	LN
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Notes:

Requestor's phone number \_\_\_\_\_ Requestor's e-mail \_\_\_\_\_

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- 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.