

## University Adjustment System

Whereas each college must retain the flexibility to improve its curriculum, course offerings may be changed throughout a student's education. If a course required under a previous catalog is no longer offered, a student should consult with his or her academic advisor or dean to identify another course that may be used to fulfill the requirement. Course substitutions in the degree program are permitted only with the approval of the dean through the department head, program director, or academic advisor. Exceptions to Student Rules are permitted only with the approval of the Associate Provost for Undergraduate Studies through the college dean.

The University Adjustment System (UAS) allows advisors to submit adjustments and curricular exceptions for individual undergraduate students online, and those adjustments/exceptions are routed through electronic workflow for approval(s) and uploaded to Compass/Howdy. The UAS also allows advisors to track the routing of an adjustment and determine when it is complete.

Each college assigns a role to individuals requiring access to the system. Based on the role, the user can perform certain functions. There are four tasks an advisor can perform:

- Search for previously submitted adjustments/exceptions by the advisor
- Search for previously submitted adjustments for an individual student
- Create/submit an adjustment/exception request
- View denied requests

Adjustments are stored in the UAS for only one semester. All adjustments older than one semester will be imaged and sent to the student's permanent record. Should you need a copy of a one of these adjustments, please email [degree-audit@tamu.edu](mailto:degree-audit@tamu.edu).

### Creating an Adjustment Request

1. Select the "Click here" link inside the "Create Request" box.
2. Enter the student's ID or name. Click "Search."
3. Select the correct student.
4. Click "Create Adjustment Request."
5. Select "Add new course adjustment."
6. Select the drop-down menu for the "Area." Click the area that needs the adjustment.
7. Click the drop-down menu for "Rule." Select the rule.
8. Enter the information for the course you would like to use as the adjustment. Include the course name/prefix, course number, hours to use, term taken, and transfer (Yes or No).
9. Select "Insert" to proceed. If you would like to remove the entered text, select, "Cancel."
10. To request additional adjustments, select, "Add new course adjustment."
11. Comments and/or additional documentation can be added at the bottom of the form but are not required.
12. Select "Submit Adjustment Request."
13. The "History" view will display. The "Status" will display 'In Progress' until approved.

### Creating a Request for Curricular Exception

1. Select the "Click here" link inside the "Create Request" box.
2. Enter the student's ID or name. Click "Search."
3. Select the correct student.
4. Click "Create Curricular Exception Request."
5. Indicate the type of request in the "Type of Request / Description and Rationale for Request" box. This is required. More than one box may be checked; however, if one part of request is denied, the whole request will be denied. It is advisable to submit only one type of request per submission.
6. Indicate if the exception is being requested due to advisor error. This is required.
7. Enter the description/rationale for the request. This is required.
8. Comments and/or additional documentation can be added at the bottom of the form but are not required.

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[registrar@tamu.edu](mailto:registrar@tamu.edu)  
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9. Select "Submit Curricular Exception Request."
10. The "History" view will display. The "Status" will display 'In Progress' until approved.

#### **How to Search for a Previously Submitted Adjustment/Exception by the User**

1. Select the "Adjustment Requests" link.
2. Select the "History" link from the drop-down menu.
3. All adjustments submitted by that user will appear by default. To switch to curricular exceptions, select the "Curricular Exceptions" radio button next to "Request Type"
4. The "Status" column will reflect the adjustment's location in the workflow.

#### **How to Search for a Previously Submitted Adjustment/Exception for a Particular Student**

1. Select the "Adjustment Requests" link.
2. Select the "Search" link from the drop-down menu.
3. Select "Request Type" of "UG Adjustment" or "Curricular Exceptions."
4. Enter student's name and apply filters.
5. Click "Search."
6. All adjustments/exceptions submitted for that student will appear.
7. The "Status" column will reflect the adjustment's location in the workflow.

#### **How to Review Denied Requests**

1. If a request has been denied, you will be notified via email.
2. Select the "Denied Requests" link from the homepage. All of the denied adjustment data will appear, as well as a comment from the college dean, Associate Provost, or Degree Audit explaining why the request was denied.