ACADEMIC ADVISING: REQUIREMENT CHANGE

- A Requirement Change is used to change the minimum or maximum characteristics of a Requirement or Requirement Line.
- Most of the time, this type of exception is processed at the Requirement Line Level.
- If a Requirement does not have minimum or maximum values, adding values will impose additional Requirement parameters for the student.
- Requirement Change can be used to modify required units (credits) and number of courses.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

ENTER A REQUIREMENT CHANGE

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select Academic Requirement. Then, click the arrow icon.
4. The Degree Audit loads. Select **Collapse All**.

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Albert Alligator
ID 55551212

University of Florida | Undergraduate

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Collapse All   Expand All   View Report as PDF   Return to Default

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Completed at UF  In Progress  Planned

○ Year Transfer  ○ 4-Year Transfer  ○ Exam or Test  ○ Intra-Transfer  ○ Other Transfer  ○ Other Course

☑ Requirement Satisfied  ☐ Requirement Satisfied-IP Course  ☒ Requirement Not Satisfied

- BACHELOR OF SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL

- Biology Major Catalog Link for Catalog Year 2016

- General Education International and Diversity Requirement
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5. Scroll down and select the **Requirement Group**.

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- Biology - Preprofessional - College Requirements
- Biology - Preprofessional Core & Elective Requirements
- UF Quest and State Core Gen Ed
- CLAS Basic Distribution Requirements
- General Education International and Diversity Requirement
- University Writing Requirement
- Biology - Criteria for Graduation with Honors
- Biology - Common Prerequisites for Transfer Admission
- University Requirements
```

6. Select the **Requirement Line**.
7. Review Units.

8. Select Create Exception drop-down menu.


10. Click arrow.

11. Enter Long Description.
12. Enter **Minimum Units**.

13. Select **Save and Return**.

14. Return to the Degree Audit. Review **Units** and make sure **Requirement Change** is correct.
ADDITIONAL HELP

Further resources are available at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Academic Advising, contact Tobin Shorey, tshorey@ufl.edu.