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 _____

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1. **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)
2. For a transfer course, please enter the department and course number from the UMass transcript (Sociol 1TRA) not the original transcript (SocSci 3125).
3. Indicate whether the course was taken at UMass or on transfer/exchange.