Degree Works Exceptions

Degree Works gives advisors and others in your department access to make exceptions to students’ degree audits.

Please be aware that this does not change any policy or procedure that is already in place, you would still need to get the appropriate approval for changes. It only allows you to make the changes yourself rather than contacting degreeaudit@wayne.edu.

All notes need to continue to be made in STARS.

All exceptions will be monitored by the Office of the Registrar to ensure curricular integrity and accuracy and to note any patterns of making exceptions. When patterns are found the Degree Audit office will contact the department to see if an adjustment needs to be made to the program template.

Exceptions will remain for a student with terms of absence but will disappear if the student changes his/her program.

OBJECTIVES:

- To learn about the 5 Exception types
- To learn the procedures for using Exceptions in Degree Works
- To learn how to remove Exceptions

EXCEPTION TYPES GLOSSARY:

FORCE COMPLETE – What we currently refer to as a Waiver. The student no longer needs to do anything to complete this requirement.

SUBSTITUTE – When a previously (or in progress) course that is not specifically on the student’s audit is being used to complete a requirement. Used as a 1 for 1 substitution.

ALSO ALLOW – When you want to add in another possible option of a course outside of range. For example, if the requirement is 10 credits in BIO 2000:6999, and you want to allow BIO 1XXX to count within this requirement.

APPLY HERE – Moves a course from one area to another. This will remove a course from another block, regardless of where the course may be a better fit.

REMOVE COURSE and/or CHANGE THE LIMIT – We currently refer to this as the Change the Limit exception. This is useful when you need to change the number of credit hours used in a
specific area. For example, students that are allowed 82 credits from a community college applied toward their degree requirements instead of the usual 64 community college credits.

PERFORMING EXCEPTIONS:

1. To perform an exception for a student you will need to click on the “Exceptions” tab located at the top of the audit.

2. The “exception” view of the degree audit will open. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.

3. This will open an Add Exception box. In the “Exception type” box, select the type of exception you wish to enter. Once you do this, the information fields for the respective exception type will open. See the Exceptions Type section below for additional information on the various types of exceptions available and instruction on how to
complete them.

4. FORCE COMPLETE: The Waiver
   a. Leave the description blank – it will be system generated
   b. Click on Add Exception button
Exceptions will be visible in two locations. One of them is immediately below the requirement to which the exception was applied. The other is the Exceptions section located towards the end of the degree audit.

5. **SUBSTITUTE: Allow previously completed or in progress course.**
   a. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.
   b. Enter **Subject** and **Number** of the course that you **want to replace**, then
   c. Enter **Subject** and **Number** of the **substituted course**
   d. Do not use the fields in the “With” line
e. Add description
i. The “Description” field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use “Details” box for this. It is optional. Here you can type additional text up to 220 characters. When finished, Click OK. This message will not be viewable to those who only have a “Student” user role but will be viewable to any user with any other role. It will be viewable as a pop-up hint over the exception description.

f. Click on Add Exception button

6. ALSO ALLOW: Allow for individual course to be used when out of range of requirement.
   a. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.
   b. Enter the Subject and Number of the course you want to allow
   c. Do not use the “With” line
   d. Add description
      i. The “Description” field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use “Details” box for this. It is optional. Here you can type additional text up to 220 characters. When finished, Click OK. This message will not be viewable to those who only have a “Student” user role but
will be viewable to any user with any other role. It will be viewable as a pop-up hint over the exception description.

e. Click on Add Exception button

7. CHANGE THE LIMIT: Increasing the number of credit hours allowed for a degree.
   a. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.

   b. Enter the number of credit hours allowed and Click ‘Add Exception’

8. REMOVING EXCEPTIONS
   a. Scroll down to the Exceptions area of the worksheet
   b. Click on the radio button(s) of the Exception you want to remove

   c. Click on the trash can icon in the upper right corner of the screen
   d. The removal will be immediate without a warning box. A gray box will pop open in the upper right portion of the screen indicating that the exception was removed.