

Degree Works Exceptions

Degree Works gives advisers 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 4 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.

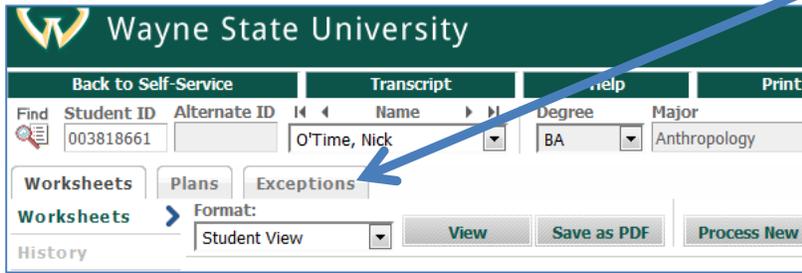
SUBSTITUTE – When a previously (or in progress) course that is not specifically on the student's audit is being used to complete a requirement. Used as a 1 for 1 substitution.

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.

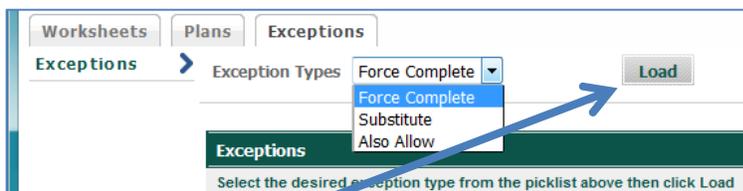
APPLY HERE – This is used when a course should be applied to a specific course rule, despite all else. (It may not meet the minimum grade, or the minimum credit threshold, etc. **This is a POWERFUL exception, and will lock a class to a requirement always, despite it possible fitting better somewhere else.**

PERFORMING EXCEPTIONS:

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



10. Use the drop down menu to select the type of Exception you want to perform.



11. Then click the LOAD button to display the Exception input fields.

12. FORCE COMPLETE: The Waiver

- a. Leave the description blank – it will be system generated

Force Complete a rule or qualifier

Description 

- b. Click on the radio button of the item you want to Force Complete

<input checked="" type="radio"/> Historical Studies (HS)	<input type="checkbox"/> Still Needed:	1 Class in ANT GKM 3590 or 1600 or 1610 HON 4250 or
<input type="radio"/> Life Science (LS)	<input checked="" type="checkbox"/> PSY 1020 (T)	
<input type="radio"/> Physical Science (PS)	<input type="checkbox"/> Still Needed:	1 Class in AST GEL 1010 or I 2475*

- c. Click on **Add Exception** button

- d. You will get a message box pop up that says “The description field was left blank...” **Click OK**

- e. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK.** You can **Run New Audit** to see the Exception in place

<input type="radio"/> Historical Studies (HS)	<input checked="" type="checkbox"/>	SWA 2010 or UKR 2010 or 3410
	Exception:	<input type="radio"/> Force Complete : Force complete this requirement
<input type="radio"/> Life Science (LS)	<input checked="" type="checkbox"/> PSY 1020 (T)	
<input type="radio"/> Physical Science (PS)	<input type="checkbox"/> Still Needed:	1 Class in AST 2010 or CHM 1000 or 10 GEL 1010 or HON 4230 or PHY 1020 or



13. SUBSTITUTE: Allow previously completed or in progress course.

Substitute one class for another

Replace **Subject** **Number** With **Subject** **Number**

With

Description  **Add Exception**

- a. Enter **Subject** and **Number** of the course that you **want to replace**, then
- b. Enter **Subject** and **Number** of the **substituted course**
- c. Do not use the fields in the “With” line
- d. Click the radio button of the rule you want to adjust

<input type="radio"/> World Cultures	<input type="checkbox"/> Still Needed: 1 Class in ANT 3100
<input checked="" type="radio"/> Lost Cities and Ancient Civilizations	<input type="checkbox"/> Still Needed: 1 Class in ANT 3200
<input type="radio"/> Language and Culture	<input type="checkbox"/> Still Needed: 1 Class in ANT 3310

- e. Leave the description blank – it will be system generated
- f. Click on **Add Exception** button
- g. You will get a message box pop up that says “The description field was left blank...” **Click OK**
- h. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK**. You can **Run New Audit** to see the Exception in place.

<input type="radio"/> Lost Cities and Ancient Civilizations	<input type="checkbox"/> Still Needed: 1 Class in CHM 1250
Exception: <input checked="" type="radio"/> Substitution : Replace ant 3200 with chm 1250	
<input type="radio"/> Language and Culture	<input type="checkbox"/> Still Needed: 1 Class in ANT 3310
<input type="radio"/> Methods in Anthropology	<input type="checkbox"/> Still Needed: 1 Class in ANT 5210

14. ALSO ALLOW: Allow for individual course to be used when out of range of requirement.

- a. Enter the **Subject** and **Number** of the course you want to allow

Also Allow a class to meet a requirement

Allow Subject Number

With

Description

GLOBAL EXCEPTION - applies to all requirements

Degree in Bachelor in Arts

- b. Do not use the “With” line

- c. Click on the radio button of the item you want to add the course to

HON 4250 or LAS 1900 or N_E 20

Life Science (LS) PSY 1020 (T)

Physical Science (PS) Still Needed: 1 Class in AST 2010 or CHM 1000 GEL 1010 or HON 4230 or PHY 10 2175* or 3100

Laboratory required with PS or LS class ShareWith(THISBLOCK)

BIO 1050 for 4 credits (with lab)

- d. Click on **Add Exception** button

- e. You will get a message box pop up that says “The description field was left blank...” **Click OK**

- f. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK**. You can **Run New Audit** to see the Exception in place

<input type="checkbox"/> 11 credits in Biology electives	PHA 3010 SURVEY OF PHARM PRACT	B	1	Winter 2001
	Still Needed: 10 Credits in BIO 3000:6999			
Exception By: Wolfs, Christopher Frank Victor On: 04/03/2015		Also Allow : Allow PHA 3010 to apply here.		

15. APPLY HERE: Force a course to apply for a rule, despite all else. (It may not meet the minimum grade for the major, or for the degree, etc.) This should be used minimally, as it forces the class on a rule where it may not be the best fit within the audit.

In the below example, the required minimum grade is C, but the student has a C- in his THR 1010 class.

- a. Enter the **Subject** and **Number** of the course you want to allow

- b. Do not use the “With” line
 c. Click on the radio button of the item you want to force the course on.

- d. Click on **Add Exception** button
 e. You will get a message box pop up that says “The description field was left blank...” **Click OK**
 f. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK**. You can **Run New Audit** to see the exception in place.

<input checked="" type="checkbox"/> Cognate Requirements	MUH 1370	(VP)Apcn:Bngng-Prsnt	B+	3	Fall 2014
	THR 1010	(VP)Intro to Theatre	C-	3	Winter 2015

Exception By: Wolfs, Christopher Frank Victor On: 05/15/2015 Apply Here: [Apply THR 1010 here.](#)

16. REMOVING EXCEPTIONS:

- a. Click on the Exceptions tab
 b. Click on the radio button of the Exception you want to remove

All Exceptions are also listed at the very bottom of the page, and you can select from there

- c. Click the Remove Exception Button at the top of the page
 d. You will get a message that says “Your exception has been removed from the database successfully.” Click OK. You can **Run New Audit** to see the Exception has been removed