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.)
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

![Screen shot of the Force Complete a rule or qualifier interface]

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

![Screen shot of the Force Complete interface with items selected]

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

![Screen shot of the Force Complete interface with the exception added]
13. SUBSTITUTE: Allow previously completed or in progress course.

<table>
<thead>
<tr>
<th>Replace Subject</th>
<th>Number</th>
<th>With Subject</th>
<th>Number</th>
</tr>
</thead>
</table>

- Enter **Subject** and **Number** of the course that you **want to replace**, then
- Enter **Subject** and **Number** of the **substituted course**
- Do not use the fields in the “With” line
- Click the radio button of the rule you want to adjust
- Leave the description blank – it will be system generated
- Click on **Add Exception** button
- You will get a message box pop up that says “The description field was left blank...” **Click OK**
- 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.
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
   
   ![Image of Allow Exception interface]
   
   b. Do not use the “With” line
   c. Click on the radio button of the item you want to add the course to
   
   ![Image of Course Selection interface]
   
   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

![Image of Exception added to database]

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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

![Apply Here a specific class](image)

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.

16. REMOVING EXCEPTIONS:

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

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