

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 3 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.

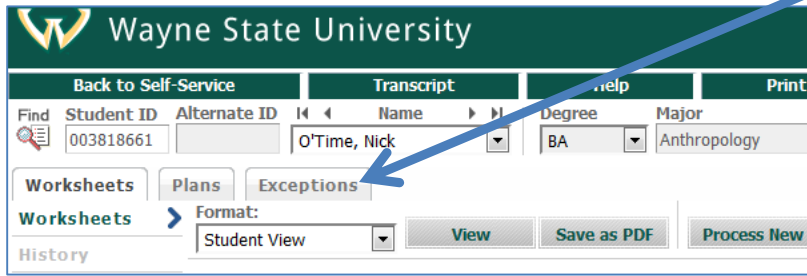
SUBSTITUTE – When a previously (or in progress) course that is not specifically on the student's audit is being used to complete a requirement. Used as a 1 for 1 substitution.

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.

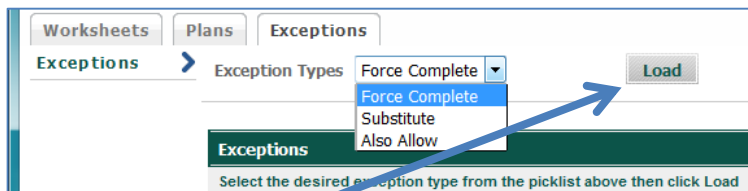
REMOVE COURSE and/or **CHANGE THE LIMIT** – We currently refer to this as the Change the Limit exception. This is useful when you need to change the number of credit hours used in a specific area. For example, students that are allowed 82 credits from a community college applied toward their degree requirements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

PERFORMING EXCEPTIONS:

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



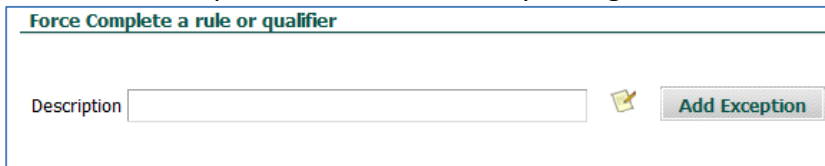
- Use the drop down menu to select the type of Exception you want to perform.



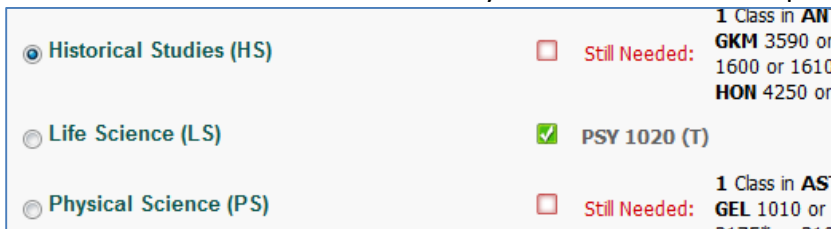
- Then click the LOAD button to display the Exception input fields.

4. **FORCE COMPLETE: The Waiver**

- Leave the description blank – it will be system generated



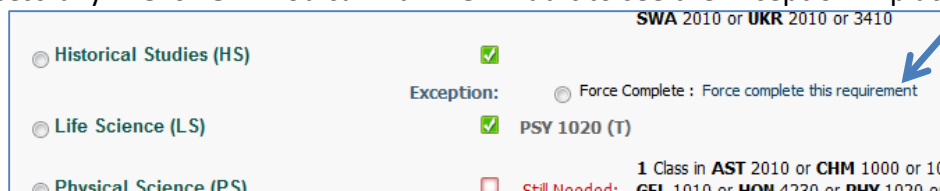
- Click on the radio button of the item you want to Force Complete



- 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




5. **SUBSTITUTE:** Allow previously completed or in progress course.

Substitute one class for another

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

With

Description



- 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

6. 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

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

- 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

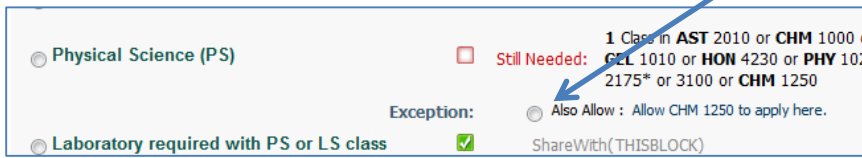
7. CHANGE THE LIMIT: Increasing the number of credit hours allowed for a degree.

- a. Select the radio button next to the requirement you are changing

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

8. 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