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 <u>degreeaudit@wayne.edu</u>.

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 <u>CHANGE THE LIMIT</u> – 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.

Wayne State	University		
Back to Self-Service	Transcript	nelp	Print
Find Student ID Alternate ID Image: Output of the state of the s	● ● Name ● H O'Time, Nick ● ptions	Degree Major BA Anthrop	oology
Worksheets > Format: History Student View	V View	Save as PDF P	rocess New

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



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

4. 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

Historical Studies (HS)		1 Class in ANT Still Needed: 6KM 3590 or 1600 or 1610 HON 4250 or
◎ Life Science (LS)	 ✓ 	PSY 1020 (T)
Physical Science (PS)		1 Class in AST Still Needed: GEL 1010 or I

- 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

	SWA 2010 or UKR 2010 or 3410
 ✓ 	
Exception:	Force Complete : Force complete this requirement
 ✓ 	PSY 1020 (T)
_	1 Class in AST 2010 or CHM 1000 or 10
	Still Needed: GEL 1010 or HON 4230 or DHV 1020 or
	Exception:

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

Replace Subject	Number	With Subject	Number
With	•	•	

- 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

	─ World Cultures	Still Needed:	1 Class in ANT 3100
	Lost Cities and Ancient Civilizations	Still Needed:	1 Class in ANT 3200
	Language and Culture	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

O Lost Cities and Ancient Civilizations	Exception:	Still Needed: 1 Class in CHM 1250 Substitution : Replace ant 3200 with chm 1250
Canguage and Culture		Still Needed: 1 Class in ANT 3310
Methods in Anthropology		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

Allow Subject	Number		
With			
escription		P	Add Exception

- 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
	\odot Laboratory required with PS or LS class		ShareWit	th(THISBLOCK)
	BIO 1050 for 4 credits (with lab)			
<u> </u>	and a state of a state of a state of			

- 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

🗖 11 gradita in Dialagu alastiyas		PHA 3010	SURVEY OF PHARM PRACT	В	1	Winter 2001
	creats in biology electives		10 Credits in BIO 3000:6999			
Exception By: Wolfs, Christopher Frank Victor	On: 04/03/2015	Also Allov	w: Allow PHA 3010 to apply her	re.		

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

Block Qualifiers:	MaxClasses 1 in PS 1010, 1030
	SPMAXCREDITS 8 in SPA 1010, 1020, 1060
	SPMAXCREDITS 8 in FRE 1010, 1020, 1060
	SPMAXCREDITS 8 in GER 1010, 1020, 1060
	SPMAXCREDITS 64 in @ @ (With ATTRIBUTE = 2YR)
	 122 Credits

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

Remove Course and	or Change the Limit		
Remove Subject	Number		
Change Limit to 82	Credits 🔻		
Description		P	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