Degree Works Exceptions

Degree Works gives advisors the ability to make exceptions to student degree audits. Exceptions are granted in the rare instance that a completed course does not quite fit the formalized degree requirements programmed in Degree Works. Exceptions to university policy or school/college requirements must first be approved by the proper entity on campus. Any exceptions applied to a student audit will remain on record as long as the student does not change programs. The Degree Works team encourages you to take advantage of exceptions only when necessary and approved. We are happy to consult with you on the best ways to take advantage of this functionality.

Objectives

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

Exception Types Glossary:

- FORCE COMPLETE – functions as a complete waiver of a requirement and should only be used in rare instances. Using this exception indicates that the student no longer needs to complete the requirement. Force complete should be used sparingly because no credits are applied toward the credit totals when it is used.

- SUBSTITUTE – used as a one for one substitution. In other words, you are replacing one required course with a different course of your choice. The course you use to substitute can be in-progress or already completed.

- ALSO ALLOW – used when you would like a requirement to allow more choices. For example, if the requirement is 10 credits in BIO 2000:6999, and you want to allow BIO 1510 to apply.

- APPLY HERE – moves a course from one area to another, regardless of where Degree Works has determined the best fit.

- REMOVE COURSE and/or CHANGE THE LIMIT – We currently refer to this as the Change the Limit exception, as there is rarely a need to remove a course. Change the Limit is useful for changing credit limits or the number of courses required. For example, if you would like to allow a student to complete a four-course requirement with only three courses completed, this would be the best exception to use. It is also useful when students are using articulation agreements. In this instance, you could apply 72 transfer credits from a community college toward their degree instead of the current limit of 64 community college credits.
APPLYING EXCEPTIONS

- To apply any type of 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. Once selected, click the LOAD button.
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FORCE COMPLETE

- Enter a description indicating why the exception was applied, including any approvals.

![Force Complete a rule or qualifier](image)

- Scroll down through the various requirements listed for the student. Click on the radio button of the item you want to Force Complete

![Historical Studies (HS), Life Science (LS), Physical Science (PS)](image)

- Click the Add Exception button

![Force Complete a rule or qualifier](image)

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

- Enter **Subject** and **Number** of the course that you **want to replace**, then

- Enter **Subject** and **Number** of the **substituted course**

- The “With” line is helpful for transfer elective courses. There might be several courses that transfer in as HIS 1XXX, but you want a specific one to be used. The “With” line allows you to select specific parameters that will use the exact course needed.

```
<table>
<thead>
<tr>
<th>Replace Subject</th>
<th>Number</th>
<th>With Subject</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

With: [Dropdown]

Description: [Input]
```

- Click the radio button of the rule you want to adjust

```
- World Cultures
- Lost Cities and Ancient Civilizations
- Language and Culture

Still Needed: [Dropdown]

- 1 Class in ANT 3100
- 1 Class in ANT 3200
- 1 Class in ANT 3310
```

- Click the **Add Exception** button

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

```
- Lost Cities and Ancient Civilizations
- Language and Culture
- Methods in Anthropology

Exception: [Dropdown]

- Replace 3200 with CHM 1250
```

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ALSO ALLOW

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

- The “With” line is helpful for transfer elective courses. There might be several courses that transfer in as HIS 1XXX, but you want a specific one to be used. The “With” line allows you to select specific parameters that will use the exact course needed.

![Image of Degree Works Exceptions](image1)

- Click on the radio button of the requirement where you want to add the course

![Image of Degree Works Exceptions](image2)

- Click the **Add Exception** button

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

![Image of Degree Works Exceptions](image3)
CHANGE THE LIMIT

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

- Enter the number of credit hours allowed or

- Enter the number of classes allowed

- Click the Add Exception button

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

- Click on the Exceptions tab

- Click on the radio button of the Exception you want to remove. The exception is listed where the requirement was originally listed. Also, all exceptions are listed at the very bottom of the page. You can select from there as well.

- Click the Remove Exception Button at the top of the page

- 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