

# DegreeWorks

## How to Enter an Exception

Exceptions allow Department Chairs and Program Coordinators to adjust degree requirements for an individual student within the majors, minors, and other curricula they oversee. The Registrar's Office maintains all other exceptions related to General Education and College degree requirements. *Exceptions should be used with extreme care and caution and will be periodically reviewed to ensure academic integrity and accuracy.*

### Available Exception Types

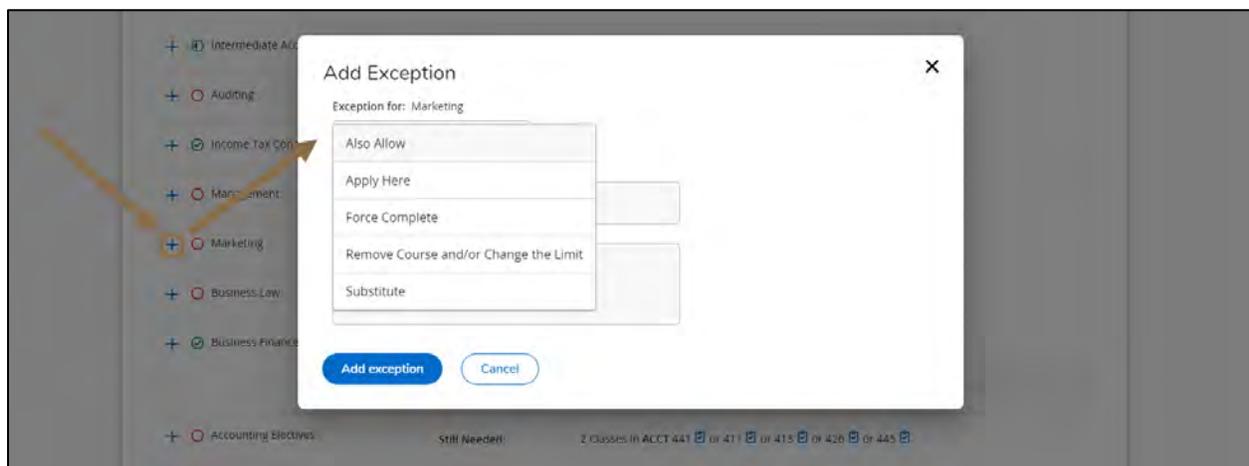
- **Also Allow:** Appends a course to the possible options used to meet the requirement. However, if the student completes one of the original course options, the system may use that original course to fulfill the requirement rather than the course applied through this exception.
- **Apply Here:** Allows the user to apply a specific course to a requirement. Once utilized, the system will **not** reallocate the applied course even if the student completes one of the original course options. The Also Allow option should be used, if possible.
- **Force Complete:** Completes a course requirement without applying additional classes. Force Complete is only to be used as a last-resort.
- **Remove Course/Change the Limit:** Allows the user to remove a class from a requirement or to change the number of classes or semester hours required.
- **Substitute:** Allows the user to substitute one course for another.

### Entering an Exception

For all exceptions, click on EXCEPTIONS in the menu bar at the top of the screen.



Then, select the requirement that is in need of an exception by clicking on the plus symbol.



**Also Allow:**

- Click on EXCEPTIONS at the top of the audit worksheet.
- Click on the plus symbol next to the requirement in need of the exception.
- Click on Exceptions Type.
- Select Also Allow from the drop-down box.
- Enter the course subject/number you would like to allow.

The screenshot shows a dialog box titled "Add Exception" with a close button (X) in the top right corner. The "Exception for:" field is set to "Marketing". The "Exception type" dropdown is set to "Also Allow". There are two input fields for "Allow": "Subject \*" and "Number \*". Below these are "With" fields: "Qualifier" (dropdown), "Operator" (dropdown), and "Value" (input). There is a "Description \*" text area and a "Details" text area. At the bottom are two buttons: "Add exception" (blue) and "Cancel" (white).

- 'With' qualifiers may be added such as specific terms, course titles, etc. to select and allow the exact course to apply. For example, you may enter an exception to also allow a special topics course (480) with DW Term equal to the specific term in which that course was offered. Or, in the case of courses taken abroad, you may use a DW Title (must be exact) in order to also allow a specific "XX" course.
- Enter a description that includes what course is being permitted.
  - Use the details field as necessary to further explain anything that cannot be managed in the description field. The description will display on the student's audit and details information will be hyperlinked and accessed from the audit by a click.
- Click the Add Exception button.
  - If the exception was processed correctly, it will display in gold.
- Click on WORKSHEETS to return to the actual audit.
- Click the Process button to view the exception within the audit worksheet and the Exceptions block at the bottom of the audit worksheet.

**Apply Here:**

- Click on EXCEPTIONS at the top of the audit worksheet.
- Click on the plus symbol next to the requirement in need of the exception.
- Click on the Exceptions Type.
- Select Apply Here from the drop-down box.
- Enter the course subject and number you wish to apply to the requirement.

The screenshot shows a dialog box titled "Add Exception" with a close button (X) in the top right corner. The "Exception for:" field is set to "Marketing". The "Exception type" dropdown is set to "Apply Here". There are two input fields for "Apply": "Subject \*" and "Number \*". Below these are "With" fields: "Qualifier" (dropdown), "Operator" (dropdown), and "Value" (input). There is a "Description \*" text area and a "Details" text area. At the bottom are two buttons: "Add exception" (blue) and "Cancel" (white).

- You may further define the Apply Here exception using the 'With' drop-down lists.
- Enter a description for the exception, including the course to be applied.
  - Enter additional information in the details field, if further explanation is necessary.
- Click the Add Exception button.
  - If the exception was processed correctly, it will display in gold.
- Click on WORKSHEETS to return to the actual audit worksheet.
- Click the Process button to view the exception within the audit worksheet and the Exceptions block at the bottom of the audit worksheet.

### Force Complete:

- Click on EXCEPTIONS at the top of the worksheet.
- Click on the plus symbol next to the requirement in need of the exception.
- Click on the Exceptions Type.
- Select Force Complete from the drop-down box.
- Enter a description for the exception, including the course to be applied.
  - Enter additional information in the details field if further explanation is necessary.
- Click the Add Exception button.
  - If the exception was processed correctly, it will display in gold.
- Click WORKSHEETS to return to the actual audit worksheet.
- Click the Process button to view the exception within the audit worksheet and the Exceptions block at the bottom of the audit worksheet.

The screenshot shows a dialog box titled "Add Exception" with a close button (X) in the top right corner. The "Exception for:" field is set to "Marketing". Below it, the "Exception type:" dropdown menu is open, showing "Force Complete" selected. There are two text input fields: "Description \*" and "Details". At the bottom, there are two buttons: "Add exception" (highlighted in blue) and "Cancel".

### Remove Course and/or Change the Limit:

- Click on EXCEPTIONS at the top of the worksheet.
- Click on the plus symbol next to the requirement in need of the exception.
- Click on the Exceptions Type.
- Select Remove Course and/or Change the Limit from the drop-down box.
- Enter the course subject and number of the course you wish to remove from the requirement –OR– enter the new limit in the Change Limit to field.

The screenshot shows a dialog box titled "Add Exception" with a close button (X) in the top right corner. The "Exception for:" field is set to "Marketing". Below it, the "Exception type:" dropdown menu is open, showing "Remove Course and/o..." selected. There are two "Remove" fields: "Subject" and "Number". There are two "Change" fields: "Limit:" and "Units" (with a dropdown arrow). There are two text input fields: "Description \*" and "Details". At the bottom, there are two buttons: "Add exception" (highlighted in blue) and "Cancel".

- Enter a description for the exception, including the course to be excluded or change in classes/credit hours.
  - Enter additional information in the details field if further explanation is necessary.
- Click the Add Exception button.
- Click on WORKSHEETS to return to the actual audit worksheet.
- Click the Process button to view the exception within the audit worksheet and the Exceptions block at the bottom of the audit worksheet.

**Substitute:**

- Click on EXCEPTIONS at the top of the worksheet.
- Click on the plus symbol next to the requirement in need of the exception.
- Click on the Exceptions Type.
- Select Substitute from the drop-down box.
- Complete the 'Change' fields with the REQUIRED course's subject and number.
- Complete the 'To' field with the NEW (substituted) course subject and number.
- Enter a description for the exception, including the course that is being substituted.
  - Enter additional information in the details field, if further explanation is necessary.
- Click the Add Exception button.
- Click WORKSHEETS to return to the actual audit worksheet.
- Click the Process button to view the exception within the audit worksheet and the Exceptions block at the bottom of the worksheet.

The screenshot shows a modal window titled "Add Exception" with a close button (X) in the top right corner. The window contains the following elements:

- Text: "Exception for: Marketing"
- Dropdown menu: "Exception type" with "Substitute" selected.
- Form fields for "Change": "Subject \*" and "Number \*"
- Form fields for "To": "Subject \*" and "Number \*"
- Form fields for "With": "Qualifier" (dropdown), "Operator" (dropdown), and "Value" (text input)
- Text input field: "Description \*"
- Text area: "Details"
- Buttons: "Add exception" (blue) and "Cancel" (white)