

## Exceptions

The Exceptions function allows those users having access to this function to modify the requirements for degree completion for a specific student. The Exceptions screen contains three primary parts.

- The upper part of the screen contains a drop-down list of the types of exceptions available to the user. Here Degree Works allows you to process the following types of exceptions:
  - **Substitute** – allows you to substitute one course for another
  - **Also Allow** – appends a course to a course list on a rule
  - **Apply Here** – allows the user to apply a specific course to a rule regardless of the Scribe text or the auditor best-fit algorithm. The auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception.
  - **Remove Course/ Change the Limit** – allows you to remove a class from a course rule or qualifier or to change the number of classes or credits required on a rule or qualifier.
- A middle screen initially contains only an instruction to Select the desired exception type from the picklist above then click Load. After this is loaded, the middle screen will appear with additional fields specific to the exception type chosen. Some exception types require more information than others.
- The bottom half of the screen shows all exceptions that have been entered and/or applied to the student's audit report. The audit shows where each course has been applied and what remaining requirements are left outstanding. The radio buttons are used for selecting the rule on which to add the selected exception.

## Working with Exceptions

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1. To access the Exceptions function, click the Exceptions tab. This will open up the Exceptions screen shown below. The Exceptions tab may not be present on your screen depending upon your User Class level.

2. To add a new exception, select the exception type you wish to add by selecting it from the Exception Type drop-down list.

3. Click **Load**.

4. On the middle screen complete fields related to the selected exception.

Fill in the information required for each exception type. Once the correct information has been entered, enter a description of the exception being added and click the Add Exception button to save the exception. If you do not enter a description, you will be prompted with a message that one will be entered for you describing the exception type you are using.

5. Click **Add Exception**.

6. The bottom part of the Exceptions screen shows an audit for the student showing all exceptions that have been entered and/ or applied to the student audit. Select the course rule or qualifier where you wish to add the exception by clicking the correct radio button.

## General Notes for Exceptions

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Exceptions are both student-specific and block-specific. In other words, an exception applies to a specific block used in a student degree audit. If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major. Unused exceptions will appear at the bottom of the audit report in the Audit Errors section.

Exceptions cannot be used with What-If audits. Exceptions will only appear in the exception screen and on audit reports configured to show Exceptions. By default, the Registrar's Audit report is configured to show exceptions. The text description entered with the exception will appear next to the exception on the audit report along with a time stamp indicating the name and date of the person who entered the exception.