## Exceptions

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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



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.

Back to PAWS	sity of South Alal ree Audit FAQ	Help (1)t	Exception Management	Template Management	Log Out
d Student ID	II I Name	BS BU: Bu	siness Administra	.0	
orksheets	lans Notes	Exceptions GPA Calc	have been		
cceptions >	Exception Types	Substitute Substitute Also Allow	Load	Remove Exception	Run New Audit
	Exceptions	Apply Here Remove Course and/or Change t			
	Select the desired	exception type from the picklist above the	hen click Load		

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

Exceptions	>	Exception Types Sub	stitute		Load	Remove Exception	Run New Audit
		Substitute one clas	s for another				
	-	Replace Subject	Number	With Subject	Number		
4	-	With	•	•		6	
-		Description			B	Add Exception	2

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

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entered for you describing the exception type you are using.

- 5. Click Add Excepion.
- 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.

Degree in	Bachelor of Science					
Unmet conditio	ns for this set of requirements: 128	cred	ts are required.			
	@ MaxClasses 0 n @ 011-099					
	MaxClasses 0 in @ 001-009					
Block Qualifiers:	128 Credits					
	MaxCredts 64 n @ @ (Wth ATTRIBUTE = CCTR )					
	MaxCredts 32 n @ @ (With ATTF	UBUT	E = ALTN )			
O Your GPA is	s below 2.20.					
O Program G	Program GPA Calculation for Education		Still Needed:	See Program GPA (		
Clucation	CEducation General Education Requirements					
Education	Education Professional Studies			See Education Profe		
Major Requ	Major Requirements			See Major in Physic		
Electives for Education Majors						

## General Notes for Exceptions

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.

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