

# HOW TO ENTER AND REMOVE AN EXCEPTION

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## REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	Final

## INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. This procedure shows users how to modify degree requirements using the Exceptions function in Degree Works.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Students are required to complete all approved degree requirements as published in the *General Catalog*. Any exceptions must be clearly documented as outlined in this document.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Graduate Division Academic Affairs Office
3. College Offices
4. Registrar's Office

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu/>) to follow along.

## FORMS

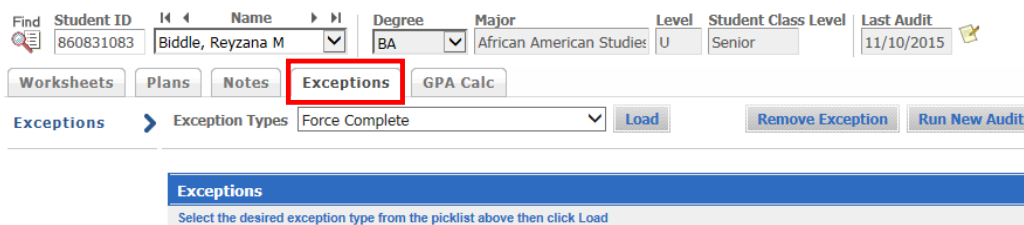
The degree audit is located within Degree Works. There are no forms in Degree Works.

# PROCEDURES

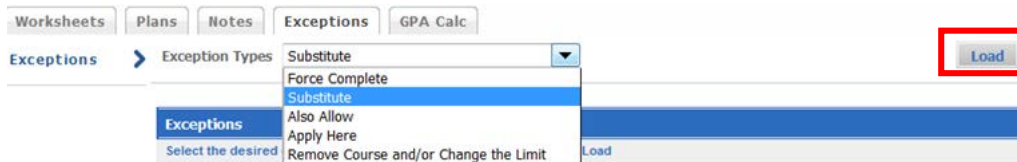
## EXCEPTIONS FUNCTION OVERVIEW

### STEPS

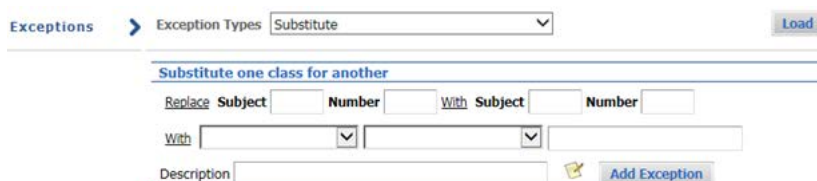
1. Select the student for whom an exception is to be entered. Click the **Exceptions** tab.



2. At the top of the screen there is a drop-down list of the **Exception Types** available. The list includes:
  - a. Force Complete
  - b. Substitute
  - c. Also Allow
  - d. Apply Here
  - e. Remove Course and/or Change the Limit
3. The options available to you will vary depending on the access given which is based on your role. Specific information about each of these options will be explained in the next sections.
4. Exceptions will apply most often to one degree objective. Please read the Unenforced Exceptions section of this document for further details.
5. Select an **Exception Type** from the drop-down list.
6. Click the **Load** button to load the options for the exception type selected.
  - a. In this example, a Substitute exception was selected.

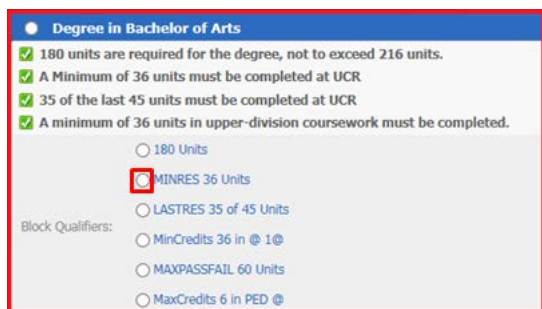


7. The fields specific to the exception type selected appear.



8. The section below will display the student’s audit outlined with **radio buttons** indicating exception options.
  - a. Exceptions can be applied to
    - i. A course rule (e.g., 1 Class in ENGL 001B),

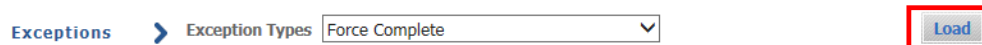
- ii. A qualifier (e.g., minimum GPA), or
  - iii. A block (i.e., lower-division requirements).
- b. The Exception audit view is similar to the Student View worksheet in that it will show where each course has been applied and what requirements are still outstanding.



## FORCE COMPLETE EXCEPTION

### STEPS

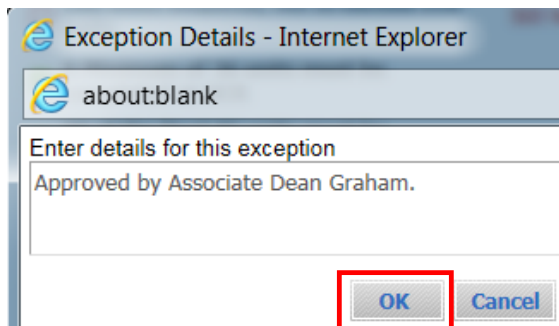
1. This exception allows a requirement to be waived. It is the most powerful exception type available.
2. Select **Force Complete** from the Exception Types drop-down list.
3. Click **Load**.



4. Click on the **paper and pencil icon** next to the **Add Exception** button to enter the name of the individual who approved the exception. A text box will pop-up in a separate window.



5. Enter the approver in the format as shown in the Exception Details box, then click OK. You can also add additional details. The character count limit using the paper/pencil icon is 220.



- Do not enter any information in the Description field. The Degree Works system will auto-populate this field with the Force Complete statement. This will occur when the Exception has been added.

Description  

- Select the **course rule or qualifier** by clicking the radio button where the exception should apply. In the example below, the minimum of 36 units in residency requirement is selected.



**GLOBAL EXCEPTION - applies to all requirements**

**Degree in Bachelor of Arts**

- 180 units are required for the degree, not to exceed 216 units. **Still Needed:** 180 units are required. You currently have 0, you still need 180 more units.
- A Minimum of 36 units must be completed at UCR. **Still Needed:** Minimum units completed at UCR: You have 0 but still need a minimum of 36 units.
- 35 of the last 45 units must be completed at UCR. **Still Needed:** The last units completed at UCR: You have 0 but still need a minimum of 35 units.
- A minimum of 36 units in upper-division coursework must be completed. **Still Needed:** You have completed 0 but still need 36 units in upper-division.

180 Units  
 **MINRES 36 Units**  
 LASTRES 35 of 45 Units

Block Qualifiers:

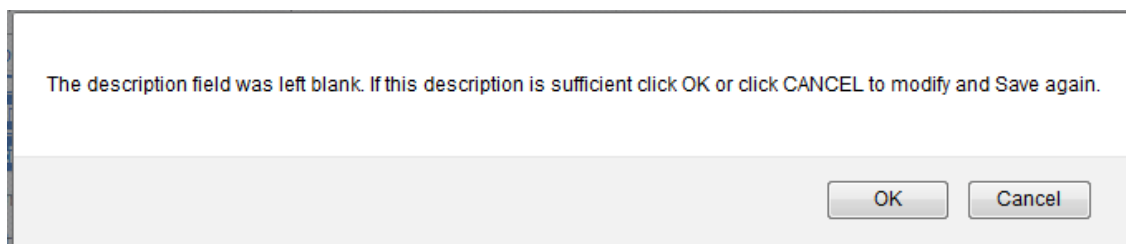
- MinCredits 36 in @ 1@
- MAXPASSFAIL 60 Units
- MaxCredits 6 in PED @

- Click **Add Exception**.

Description  

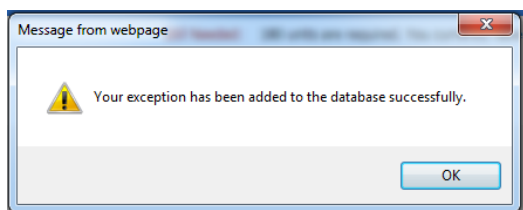
- Note: **Descriptions and notes pertaining to the exception cannot be modified after the exception has been processed.** To change these after saving the user has to remove the exception and reapply it.

- A warning will appear about the blank description field; click OK.




The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again.

- A second pop-up window will appear indicating the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box would appear indicating the type of error encountered.



Message from webpage

 Your exception has been added to the database successfully.

- To see the exception applied to the audit, click **Run New Audit**. When it's done processing scroll down to the section where the exception was applied to see it recorded. Hover over the description to see notes that were entered.

Exceptions > Exception Types Force Complete

---

**Degree in Bachelor of Arts**

- 180 Units Required, not to exceed 216 units Still Needed: 180 units are required. You currently have 63, you still need 117 more units.
- A Minimum of 36 units must be completed at UCR
- 35 of the final 45 units must be completed at UCR
- A minimum of 36 units in upper-division coursework must be completed. Still Needed: You have completed 0 but still need 36 units in upper-division.

180 Units  
 MINRES 36 Units  
 **Exception:** Force Complete : Force complete this requirement

## SUBSTITUTE EXCEPTION

### STEPS

- This exception allows one course to be substituted for another. Select **Substitute** from the Exception Types drop-down list and click **Load**.

Exceptions > Exception Types Substitute

- Select the **course rule or qualifier** by clicking the radio button where the exception should to apply.

Advanced Research Methods Still Needed: 1 Class in PSYC 109

- Enter the target course from the course rule selected in the prior step in the **Replace Subject** and **Number** fields.
  - The target course must be found on the rule where the exception is to be placed in order for the substitution to be applied correctly.

**Substitute one class for another**

Subject PSYC Number 109  Subject

With

---


Advanced Research Methods Still Needed: 1 Class in PSYC 109  
 The Brain and Behavior PSYC 110

- Enter the course being substituted in the **With Subject** and **Number** fields.

**Substitute one class for another**


Replace Subject PSYC Number 109 With Subject PSYC Number 197

With [ ] [ ]

Description [ ] 


5. In some cases, you may need to further define under what conditions a course can be substituted by using the **With qualifiers** functionality.
  - a. Note: With qualifiers can be used with the *Substitute* and *Apply Here* exception types.
6. The values listed next to **With** in the drop-down list are values made available by the Degree Works application.
7. When the **With qualifiers** functionality is included as a condition for Substitution exceptions, only those courses meeting the **With qualifier** criteria will be evaluated for the exception, i.e., the substituted course.
8. Selection criteria more typically and currently recommended are:
  - a. DW Credits – conditional based on the number of units
  - b. DW Grade Letter – conditional based on awarded grade criteria
  - c. DW Grade Type – conditional based on approve course grade type
  - d. DW Pass-Fail – conditional if student receiving a passing grade
  - e. DW Term – conditional based on when course was taken
  - f. DW Title – conditional based on title for E-Z, special topics, seminar
  - g. DW Section – conditional based on section number

All of the remaining values, at this time, are not applicable to our campus.

Exceptions > Exception Types **Substitute** 

**Substitute one class for another**


Replace Subject [ ] Number [ ] With Subject [ ] Number [ ]

**With** [ ] [ ] 

Descrip DW Age equal to  
 DW Credits not equal to  
 DW Credit Type equal to or greater than  
 DW Grade Letter greater than  
 DW Grade Number equal to or less than  
 DW Grade Type less than  
 DW Location  
 DW Pass-Fail  
 DW Resident  
 DW Term  
 DW Title  
 DW Transfer  
 DW Transfer Course  
 DW Transfer School  
 DW School  
 DW Section  
 Banner attributes  
 Banner course signal  
 College Code

9. In the example below the **DW Term** qualifier was used to specify which instance of *PSYC 197* to accept since the student has taken the course several times.
  - a. To determine the correct format to use for each qualifier value, refer to the *Student Data Report* under the *Worksheets* tab. The class detail in the *Student Data Report* will show grade type, section, term, etc.
  - b. In the example below, the third entry, as seen in the exception window, reads Fall 2014. The class detail will show that the correct data format to use is the Banner data format, 201440 as displayed in the second image.

Replace Subject PSYC Number 109 With Subject PSYC Number 197

**With** DW Term [ ] equal to [ ] 201440 

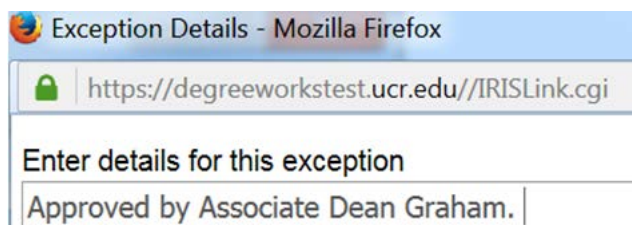
Description [ ]

PSYC 197	UNDERGRAD RESEARCH	S	2	Fall 2013	201340
PSYC 197	UNDERGRAD RESEARCH	A	2	Spring 2014	201420
PSYC 197	UNDERGRAD RESEARCH	A	2	Fall 2014	201440
PSYC 197	UNDERGRAD RESEARCH	A+	2	Fall 2014	201440
PSYC 197	UNDERGRAD RESEARCH	A	2	Winter 2015	201510

- Click on the **paper and pencil icon** next to the **Add Exception** button to enter the name of the individual who approved the exception.

Description  

- Enter the approver name in the format as shown in the Exception Details box:




- You can also type more detailed and relevant description. The character count limit using the paper/pencil icon is 220.
- Do not enter any information in the Description field. The Degree Works system will auto-populate this field with the Substitution statement. This will occur when the Exception has been added.
- Click **OK**.
- Click **Add Exception**.

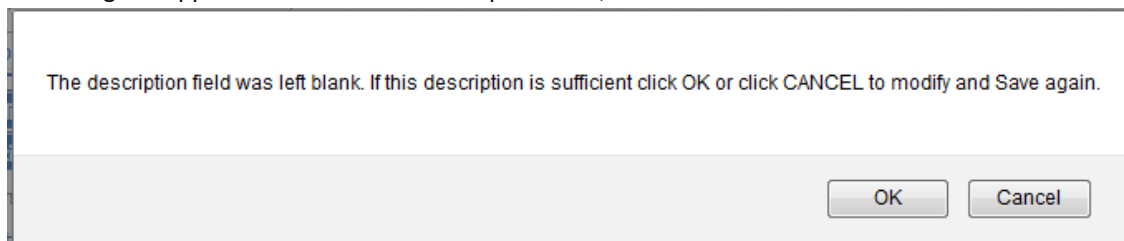
Substitute one class for another

Replace Subject PSYC Number 109 With Subject PSYC Number 197

With

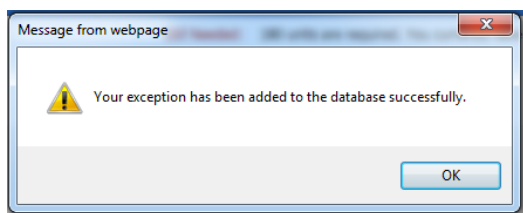
Description  

- A warning will appear about the blank description field; click OK.

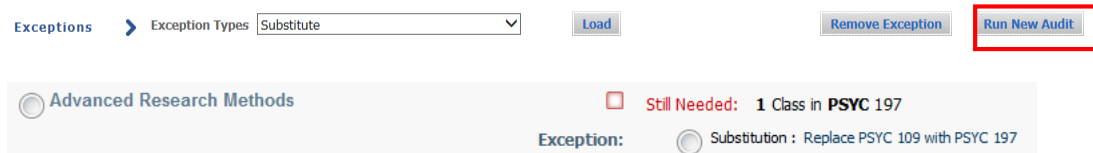


- A pop-up window will appear indicating the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box would appear indicating the type of error encountered.





18. To see the exception applied to the audit, click **Run New Audit**. When it's done processing scroll down to the section where the exception was applied to see it recorded. Hover over the description to see notes that were entered.



## GLOBAL SUBSTITUTION EXCEPTION

### STEPS

1. A substitution will need to be applied globally for those courses that calculate into multiple areas within the audit such as the upper-division major and upper-division major GPA.
2. Enter the substitution as previously instructed. Do not select a rule. Instead select the **GLOBAL EXCEPTION** radio button. Then click **Add Exception**.

**Substitute one class for another**

Replace Subject BIEN Number 165 With Subject BIEN Number 138

With

Description

**GLOBAL EXCEPTION - applies to all requirements**

3. After you run a new audit. The global exception area will refresh with the following message.

**GLOBAL EXCEPTION - applies to all requirements**

Global Exceptions:   Substitution : Replace BIEN 165 with BIEN 138

4. The exception will be applied wherever the **Replace** course existed.



BIEN 138, ME 114

Technical Electives  Still Needed: 8 Units in BIEN 140B or 160 or 197 or CEE 135 or CHE 105 or 122 or 161 or EE 100A or 100B or 105 or 110A or 110B or 138 or 139 or 143 or 144 or 146 or 152 or ENVE 133 or 142 or 171 or ME 138 or 153 or 180

**Upper-division Bioengineering Major GPA**

2.0 Minimum Major GPA

Block Qualifiers:  StandAloneBlock  MINGPA 2

BCH 100, BIEN 105, BIEN 110, **BIEN 115, BIEN 120, BIEN 125, BIEN 130, BIEN 130L, BIEN 135, BIEN 135, BIEN 138, BIEN 175A, BIEN 175B, BIEN 140A, ME 114**

Upper-division Bioengineering Major Courses  Still Needed: 26 to 45 Units in BIEN 140A or 140B or 159 or 160 or 197 or CEE 135 or 159 or CHE 105 or 122 or 161 or EE 100A or 100B or 105 or 110A or 110B or 138 or 139 or 143 or 144 or 146 or 152 or ENVE 133 or 142 or 171 or ME 138 or 153 or 180

- The Block number 'RA000000' indicates it is a global exception and the Enforced status of 'Yes' will confirm the exception is being applied correctly.

Exceptions					
Type	Description	Date	Who	Block	Enforced
<input type="radio"/> Substitution	Replace BIEN 165 with BIEN 138	02/05/2016	Wotherspoon, Barbara A	RA000000	Yes

- If the discipline in the **With** field is not found anywhere in the requirements, such as the upper-division major, then follow the instructions for applying a regular substitution except it will need to be applied twice in a two-step process.
- In the example below for the Global Studies major HISA is not found in the list of possible requirements. Therefore, the HISA 162 substitution will need to be applied once to the course rule Global Content Courses and once to the Upper-division Global Studies Major Courses rule in the GPA block as shown. For each follow the instructions on entering a regular substitution.

**Substitute one class for another**

Replace Subject HISE Number 151 With Subject HISA Number 162

With

Description

GBST 191, GBST 191, SOC 182

Global Content Courses  Still Needed: 5 Classes in AHS 115 or 178 or ANTH 108 or 109 or 119 or 126 or 128 or 136 or 140G or 140I or 140P or 143 or 163 or 164 or 168 or 170 or 176 or 177 or AST 123 or 127 or 128 or BPSC 170 or BUS 114 or 138 or 154B or 178 or 185 or CLA 112 or CPLT 112 or 121 or 125 or 151 or 160@ or 174@ or CRWT 143 or DNCE 123 or 127 or 128 or 173@ or ECON 124 or 170@ or 178 or 182 or 183 or 185 or 187 or ENGL 121 or 145@ or ETST 100 or 104 or 109G or 118 or 148 or 166 or 172 or 175 or GBST 090 or 195A or 195B or 195C or 198I or HISE 151 or LNST 105 or 109 or 115 or 125@ or 164 or 168 or 185 or 187 or MCS 125@ or 139 or 145@ or 153@ or 171 or 174@ or 179 or 185 or MUS 122 or 123 or 125 or 126 or 127 or 128 or 129 or PBPL 191 or PHIL 108 or POSC 107 or 110 or 120 or 124 or 126 or 128 or 133 or 150 or 160 or 267 or 268 or PSYC 148 or RLST 117 or 162 or 175 or 246 or SOC 122 or 123 or 139 or 161 or 181 or 182 or 184 or SPN 102A or 122B or 125@ or 145 or 171 or 179 or 185 or 188 or THEA 161 or 176 or URST 178 or PHIL 108 or ANTH 109 or 177 or GSST 162 or WMST 164 or ETST 175 or HIST 179 or ANTH 143

MINSREAD 2

GBST 100, GBST 169, GBST 191, GBST 191, GBST 193, SOC 182

Upper-division Global Studies Major Courses  Still Needed: 12 to 75 Units in AHS 115 or 178 or ANTH 108 or 109 or 119 or 126 or 128 or 136 or 140G or 140I or 140P or 143 or 163 or 164 or 168 or 170 or 176 or 177 or AST 123 or 127 or 128 or BPSC 170 or BUS 114 or 138 or 154B or 178 or 185 or CLA 112 or CPLT 112 or 121 or 125 or 151 or 160@ or 174@ or CRWT 143 or DNCE 123 or 127 or 128 or 173@ or ECON 124 or 170@ or 178 or 182 or 183 or 185 or 187 or ENGL 121 or 145@ or ETST 100 or 104 or 109G or 118 or 148 or 166 or 172 or 175 or GBST 090 or 101@ or 110 or 130 or 140 or 190 or 195A or 195B or 195C or 198I or HISE 151 or LNST 105 or 109 or 115 or 125@ or 164 or 168 or 185 or 187 or MCS 125@ or 139 or 145@ or 153@ or 171 or 174@ or 179 or 185 or MUS 122 or 123 or 125 or 126 or 127 or 128 or 129 or PBPL 191 or PHIL 108 or POSC 107 or 110 or 120 or 124 or 126 or 128 or 133 or 150 or 160 or 267 or 268 or PSYC 148 or RLST 117 or 162 or 175 or 246 or SOC 122 or 123 or 139 or 161 or 181 or 182 or 184 or SPN 102A or 122B or 125@ or 145 or 171 or 179 or 185 or 188 or THEA 161 or 176 or URST 178 or PHIL 108 or ANTH 109 or 177 or GSST 162 or WMST 164 or ETST 175 or HIST 179 or ANTH 143

- The two exceptions will display as shown below with the scribe Block numbers and the exception enforcement status. An Enforced status of 'Yes' confirms the exception is being applied correctly.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace HISE 151 with HISA 162	02/05/2016	Wotherspoon, Barbara A	RA000158	Yes
Substitution	Replace HISE 151 with HISA 162	02/05/2016	Wotherspoon, Barbara A	RA000727	Yes

## ALSO ALLOW EXCEPTION

### STEPS

- This exception allows a specific course to be added as an option thereby expanding the course options available on a specific rule.
  - This option should only be used as allowed in Senate approved major requirements.
  - In undergraduate programs the most common use of this option is for requirements that specify additional course options are available from the department office or advisor, or when no course options are listed and students are directed to consult their advisor. If you would like clarification on the use of this exception, please contact your Student Affairs Manager or the Registrar’s Office. Graduate student audits will most likely use also allow when a list of course options ends with a statement that other courses may be used with approval of the Graduate Advisor. Contact Graduate Division Academic Affairs for clarification on using this exception.
  - This exception is limited to qualifiers or restrictions, like minimum grade, and best-fit scenarios.
  - Also Allow Exception access will be limited to departments with major requirements that have not been explicitly stated or defined.
- Select **Also Allow** entry from the Exception Types drop-down list then click **Load**.

Exceptions > Exception Types

- Enter the **course subject and number** in the appropriate fields. HISA 162 is used as an example.

#### Also Allow a class to meet a requirement

Allow Subject  Number   
 With

- Click on the **paper and pencil icon** next to the **Add Exception** button to enter the name of the individual who approved the exception.

Description  

- Enter the name of the individual in the format as shown below.

#### Enter details for this exception

Approved by Department Advisor. HISA 162 Approved through requirement.

- You can also type a more detailed description. The character count limit using the paper/pencil icon is 220.
- Do not enter any information in the Description field. The Degree Works system will auto-populate this field with the Also Allow exception statement. This will occur when the Exception has been added.

Description  

8. Click **OK**.
9. Scroll to the appropriate block and select the **course rule or qualifier** by clicking the radio button next to it.


**Single Area Geographic Courses**  **Still Needed:** Two courses in a single geographic area are required. Consult your advisor for course selection.

10. Click **Add Exception**.

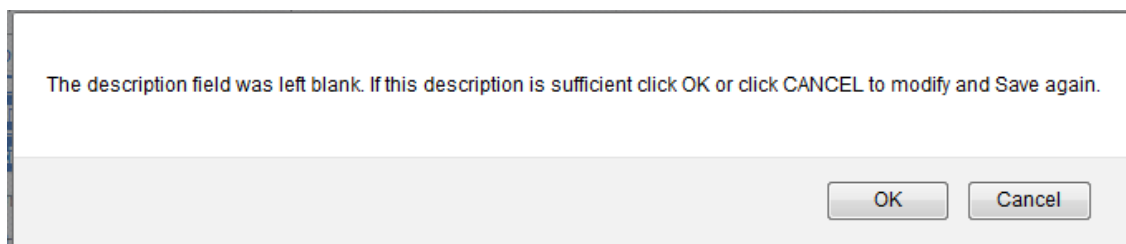
**Also Allow a class to meet a requirement**

**Allow Subject**  **Number**

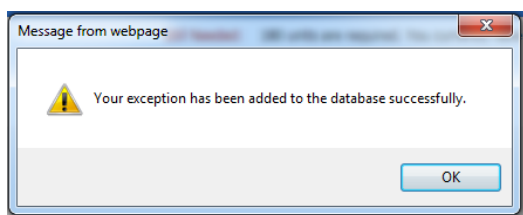
**With**

Description  

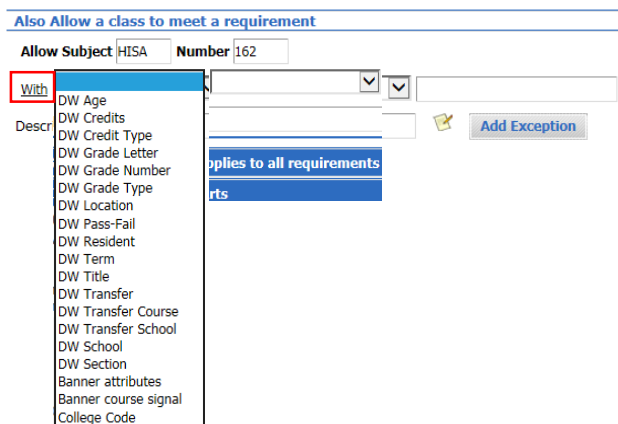
11. Note: **Descriptions and notes pertaining to the exception cannot be modified.** Changes to these require the user to remove the exception and reapply it.
12. A warning will appear about the blank description field; click OK.



13. A pop-up window will appear indicating the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box would appear indicating the type of error encountered.



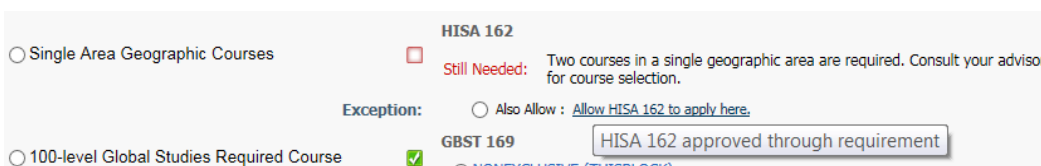
14. Further define the **Also Allow** course by using **With** qualifiers if needed.
  - a. As previously described, the values listed next to **With** in the drop-down list are values made available by the Degree Works application.
  - b. When **With** qualifiers are included as a condition for this exception, only those courses meeting the **With** qualifier criteria will be evaluated for the exception.



15. To see the exception applied to the audit, click **Run New Audit**.
16. When it's done processing scroll down to the section where the exception was applied to see it recorded.



17. When hovering over the Also Allow statement the description entered using the paper/pencil icon will be displayed as shown below.



18. Depending on how the department has decided to present the advice to students you may see a placeholder or text to advise students. The placeholder you may see is **ADV\_APPR**. If ADV\_APPR is used, it will continue to display in the advice until all course options have been added using the *Also Allow* exception as shown in the second image.

Figure 1. ADV\_APPR pseudo placeholder.

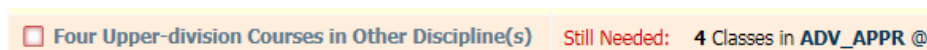
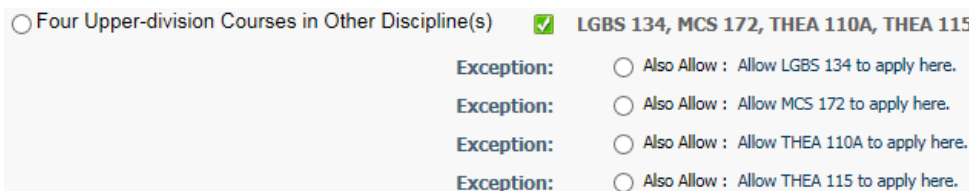


Figure 2. ADV\_APPR pseudo placeholder disappears after all Also Allow exceptions have been added.



## APPLY HERE EXCEPTION

### STEPS

1. This exception allows a specific course to be applied to a requirement even if the course is not listed as an option. This exception will apply a course to a rule regardless of any scribing, rule or block header qualifiers.
  - a. This exception type is very powerful in that it will move the course regardless of where else it is needed. Please exercise utmost caution in using this exception.
  - b. A likely and useful application is the use of an undergraduate ethnicity course to count in both the Ethnicity area and either the Humanities or Social Science areas of breadth. Students are allowed to decide which additional area the ethnicity course will count in which may differ from where the audit places it.
  - c. This exception type should not be used to override the use of course options that have not been approved for a requirement in a student’s catalog year. Allowing PSYC 142 to count instead of the required PSYC 109 in the example below would *not* be an acceptable use of this exception type.

- d. The **Apply Here** exception cannot be used for courses that have not yet been taken. The course must be a course already completed by the student and found on the degree audit.
2. Select **Apply Here** entry from the Exception Types drop-down list then click **Load**.

3. Enter the course subject and number in the appropriate fields. ETST 012 is used as an example.

4. Click on the **paper and pencil icon** next to the **Add Exception** button to enter the name of the individual who approved the exception. A window will open.

5. Enter the information in this format:
  - a. Approved by Associate Dean Graham.
6. You can also type more detailed and relevant description. The character count limit using the paper/pencil icon is 220.

Enter details for this exception

Approved by Dean Graham. Student allowed to elect ETST where double counts.

7. Do not enter any information in the Description field. The Degree Works system will auto-populate this field with the Apply Here statement. This will occur when the Exception has been added.
8. Click ok
9. Scroll to the appropriate block and select the course rule or qualifier by clicking the radio button next to it. The goal in this example is to move ETST 012 from the Fine Arts area to the Additional Social Sciences area.

<input type="radio"/> HUMANITIES	<input type="checkbox"/>
<input type="radio"/> World History	<input type="checkbox"/> Still Needed: 1 Class in HIST 010 or 015 or 020 or @ @ ATTRIBUTE = BNWH
<input type="radio"/> Fine Arts, Literature, Philosophy or Religious Studies	<input checked="" type="checkbox"/> ETST 012
<input type="radio"/> Additional Humanities	<input type="checkbox"/> Still Needed: Click here to see classes which meet this requirement
<input type="radio"/> SOCIAL SCIENCES	<input type="checkbox"/>
<input type="radio"/> Economics or Political Science	<input checked="" type="checkbox"/> POSC 015
<input type="radio"/> Anthropology, Psychology or Sociology	<input type="checkbox"/> Still Needed: 1 Class in @ @ ATTRIBUTE = BNAT
<input checked="" type="radio"/> Additional Social Sciences	<input type="checkbox"/> Still Needed: 1 Class in @ @ ATTRIBUTE = BNAS
<input type="radio"/> Ethnicity Requirement	<input checked="" type="checkbox"/> ETST 012
	<input type="radio"/> NONEXCLUSIVE (THISBLOCK)

10. Further define the **Apply Here** course by using **With** qualifiers if needed.
  - a. As previously described, the values listed next to **With** in the drop-down list are values made available by the Degree Works application.
  - b. When **With** qualifiers are included as a condition for this exception, only those courses meeting the **With** qualifier criteria will be evaluated for the exception.

Apply Here a specific class

Apply Subject SOC Number 001

With [Dropdown]

Descr [Dropdown]

[Add Exception]

Applies to all requirements

arts

11. In the example below the DW Pass-Fail qualifier was used to specify which instance of PSYC 197 to accept since the student being used has several. The values in the second drop-down list above are used to define the value of the qualifier.
12. To determine the correct format to use for each qualifier value, see the *Student Data Report* under the *Worksheets* tab. The class detail will show grade type, section, term, etc.

Note: The correct format for **DW Pass-Fail** is Y or N for yes or no respectively.

Apply Subject  Number

With

Description

PSYC 197	UNDERGRAD RESEARCH	S	2	Fall 2013
PSYC 197	UNDERGRAD RESEARCH	A	2	Spring 2014
PSYC 197	UNDERGRAD RESEARCH	A	2	Fall 2014
PSYC 197	UNDERGRAD RESEARCH	A+	2	Fall 2014
PSYC 197	UNDERGRAD RESEARCH	A	2	Winter 2015

19. Click **Add Exception**.

Apply Here a specific class

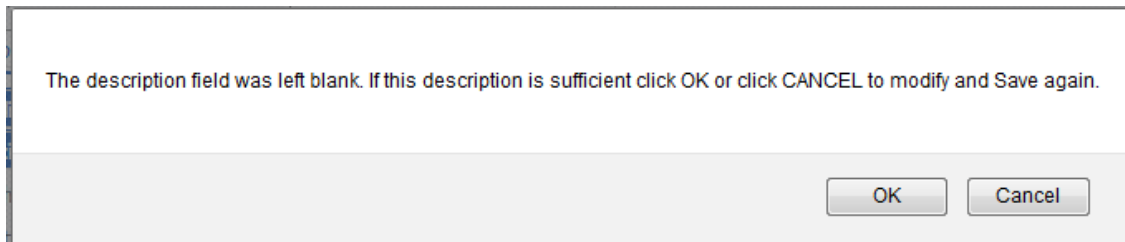
Apply Subject  Number

With

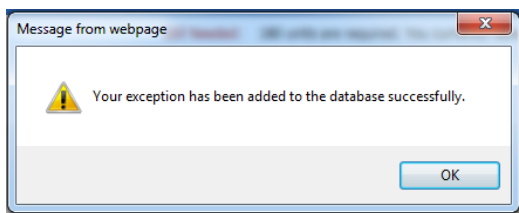
Description

20. Note: **Descriptions and notes pertaining to the exception cannot be modified.** Changes to these require the user to remove the exception and reapply it.

12. A warning will appear about the blank description field; click OK.



21. A pop-up window will appear indicating the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box would appear indicating the type of error encountered.



13. To see the exception applied to the audit, click **Run New Audit**. When it's done processing scroll down to the section where the exception was applied to see it recorded.

Exceptions  Exception Types



Two Additional Social Sciences
 
 **Still Needed:** Click here to see classes which meet this requirement  
**Exception:**  Apply Here : Apply ETST 012 here.

## REMOVE COURSE EXCEPTION

### STEPS

1. This exception allows a course to be removed from a requirement. Select **Remove Course and/or Change the Limit** from the Exception Types drop-down list and click **Load**.

Exceptions > Exception Types Remove Course and/or Change the Limit Load

2. Select the **course rule or qualifier** containing the course to be removed by clicking the radio button.

HUMANITIES   
 World History  **Still Needed:** 1 Class in **HIST** 010 or 010H or 010W or 015 or 015H or 020 or 020H or 020W  

 One Fine Arts  ANTH 027

3. Enter the course subject and number to be removed.

**Remove Course and/or Change the Limit**  
 Remove Subject ANTH Number 027  
 Change Limit to   Units ▼

4. Leave the description blank.

**Remove Course and/or Change the Limit**  
 Remove Subject ANTH Number 027  
 Change Limit to   Units ▼  
Description    Add Exception

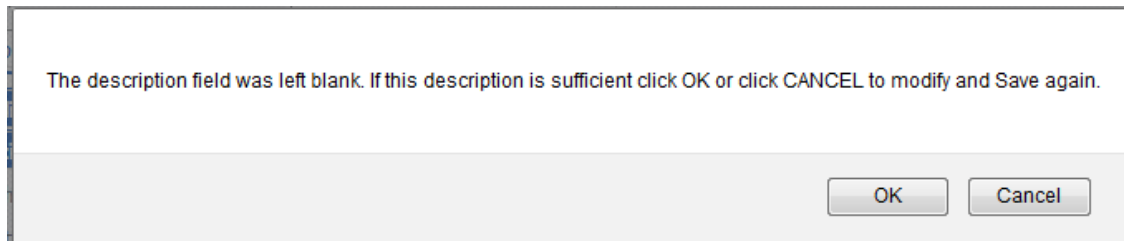
5. Click on the paper and pencil icon next to the Add Exception button to enter the name of the individual who approved the exception. More detailed information can also be added.

**Remove Course and/or Change the Limit**  
 Remove Subject ANTH Number 027  
 Change Limit to   Units ▼  
 Description    Add Exception

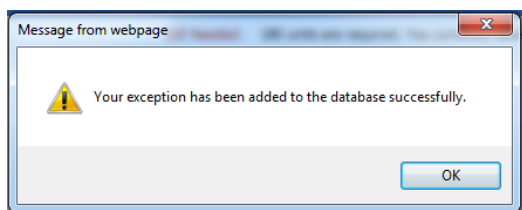
6. Click **Add Exception**. The description will auto populate with the course number as shown below.

Description Remove ANTH 027  Add Exception

A warning will appear about the blank description field; click OK.



8. A pop-up window will appear indicating the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box would appear indicating the type of error encountered.



7. To see the exception applied to the audit, click **Run New Audit**. When it's done processing scroll down to the section where the exception was applied to see it recorded. In this example ANTH 027 was removed from the *One Fine Arts* course rule so that it would be moved to the *SOCIAL SCIENCES* area (the course can count in either area but not both simultaneously; by removing it from one area the best-fit algorithm moved it to the other area where it could be applied).

Exceptions > Exception Types: Remove Course and/or Change the Limit

<input type="radio"/> HUMANITIES <input type="checkbox"/>	
<input type="radio"/> World History <input type="checkbox"/>	Still Needed: 1 Class in HIST 010 or 010H or 010W or 015 or 015H or 020 or 020H or 020W
<input type="radio"/> One Fine Arts <input type="checkbox"/>	Still Needed: Click here to see classes which meet this requirement
Exception: <input type="radio"/> Remove Course / Change the Limit : Remove ANTH 027	
<input type="radio"/> Two Literature, Philosophy, Religious Studies <input type="checkbox"/>	Still Needed: Click here to see classes which meet this requirement
<input type="radio"/> One Additional Humanities <input checked="" type="checkbox"/>	HIST 075V
<input type="radio"/> SOCIAL SCIENCES <input type="checkbox"/>	
<input type="radio"/> One Economics or Political Science <input type="checkbox"/>	Still Needed: Click here to see classes which meet this requirement
<input type="radio"/> One Anthropology, Psychology or Sociology <input checked="" type="checkbox"/>	ANTH 027
<input type="radio"/> Two Additional Social Sciences <input checked="" type="checkbox"/>	ANTH 020, SOC 001

## CHANGE THE LIMIT EXCEPTION

### STEPS

1. This exception allows the number of classes or units required to be modified. Select **Remove Course and/or Change the Limit** from the Exception Types drop-down list and click **Load**.

Exceptions > Exception Types Remove Course and/or Change the Limit Load

- Select the course rule or qualifier by clicking the radio button where the exception should apply. In the example here, the unit limit is being increased from 8 to 12.

ETST 109J, ETST 176


Add ETST Units Focusing on the African American Experience  Still Needed: 8 Units in ANTH 168 or ENGL 138A or 138B or 138T or 145K or ETST 104 or 105A or 105B or HIST 107 or ETST 109@ or 113 or 117@ or 118 or 119 or 141A or 141B or 147 or 148 or 149 or 164 or 167 or 168 or 173 or HISA 113 or 134 or MCS 145K or PSYC 167 or 168

- Enter the new limit in the **Change Limit to** field.

Remove Course and/or Change the Limit

Remove Subject  Number

Change Limit to  Units

Description   Add Exception

- Leave the description blank. The Degree Works system will auto-populate this field with the Remove Course and/or Change Limit statement. This will occur when the Exception has been added.
- Click on the paper and pencil icon next to the Add Exception button to enter the name of the individual who approved the exception. More detailed information can also be added.

Remove Course and/or Change the Limit

Remove Subject  Number

Change Limit to  Units


Description   Add Exception

- Click **Add Exception**.

Remove Course and/or Change the Limit

Remove Subject  Number

Change Limit to  Units

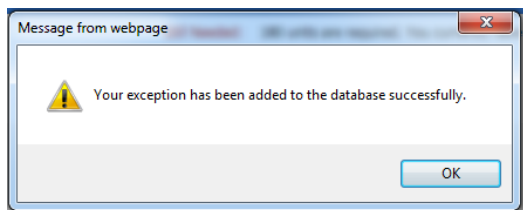
Description   Add Exception

- A warning will appear about the blank description field; click OK

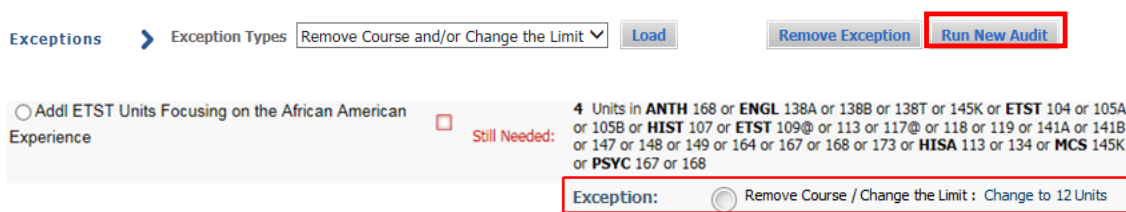
The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again.

OK Cancel

- A pop-up window will appear indicating the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box would appear indicating the type of error encountered.



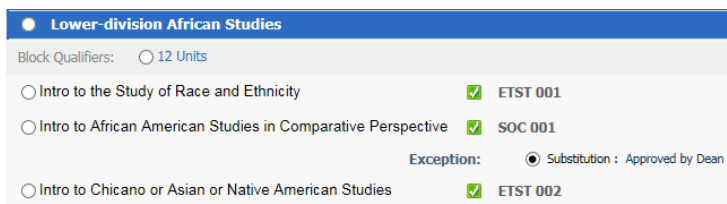
- To see the exception applied to the audit, click **Run New Audit**. When it's done processing scroll down to the section where the exception was applied to see it recorded. Hover over the description to see the notes entered.



## REMOVE AN EXCEPTION

### STEPS

- From the exceptions tab an exception can be removed in two ways:
  - One is to select the radio button next to the exception.



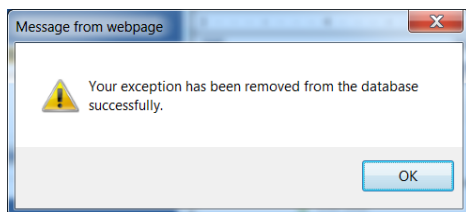
- Another is to scroll to the bottom of the exceptions window and select the exception from the list.

Exceptions		
Type	Description	Date
<input checked="" type="radio"/> Substitution	Approved by Dean	11/23/2015

- Click **Remove Exception**.



- A pop-up window will appear indicating the exception was successfully removed from the database. If there was an error while trying to process an exception, an error message box will appear indicating the type of error encountered.



4. To see that the exception has been removed, click **Run New Audit**. When it's done processing scroll down to the section where the exception was applied to confirm it's been removed.

## UNENFORCED EXCEPTION

### STEPS

1. Exceptions will not be enforced if incorrect parameters are entered. This can occur as a result of inputting the wrong course, using an invalid or incorrect **With qualifier** on a course, or selecting the wrong rule to apply an exception to. For example, a correct course is added as a substitution but the **With qualifier** grade of D does not meet the minimum grade requirements of a C-. Therefore, the exception becomes unenforced.
2. Exceptions may be deleted from a student's audit as a result of a change of major. If a student changes majors the requirement block numbers will likely change. The block numbers are unique to the degree, major, minor, and concentration. If either of these changes as a result of a change in major the exception will be removed from the student's audit. The exception will need to be reapplied to the new block if appropriate.
3. The exceptions enforcement status is displayed below the **Enforced** field.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace HIST 010 with HIST --WH	10/27/2015	Correll, Denise D	RA000267	No

4. Unenforced exceptions can also occur due to course options missing in the scribe block number noted under **Block**. If you are sure you have entered the data correctly and cannot resolve the issue on your own, contact the Registrar's Office or Graduate Division Academic Affairs for assistance.

## FINAL QUIZ

1. Force Complete allows a requirement to be waived.
  - a. TRUE
2. You should provide the name of the approver in the notes for the exceptions by clicking on the paper and pencil icon.
  - a. TRUE
3. Descriptions and notes pertaining to an exception can be modified at any time.
  - a. FALSE, they cannot be modified. You would need to delete the exception and then reapply it.
4. To see an exception applied to the audit you need to click on Run New Audit.
  - a. TRUE
5. You may want to add a qualifier to a substitution exception to further define which course or when a course is eligible to meet the substitution exception.
  - a. TRUE
6. If a course is in multiple areas and you need to substitute the course, what must you do differently?
  - a. A) Nothing, the substitution exception will always substitution all instances of a course
  - b. B) You need to use the Global Exception option
  - c. C) You need to use the Multiple Exception option
  - d. Answer: B
7. Also Allow is a great method to place an unapproved course into any requirement.
  - a. FALSE, Also Allow should only be used as allowed in Senate approved major requirements. For undergraduate programs this would be for times when no course options are listed and students are directed to consult their advisor.
8. Apply Here is a powerful exception and you should use caution when using this option. A good example when you might need it is to allow an Ethnicity course to count in one of two areas of breadth.
  - a. TRUE
9. Exceptions will be enforced even if incorrect parameters are entered.
  - a. FALSE, the exception will not be enforced.
10. Students are required to complete all approved degree requirements as published in the General Catalog and exceptions should only be made in individual cases where deviations from the approved curriculum are warranted and approved.
  - a. TRUE