HOW TO ENTER AND REMOVE AN EXCEPTION

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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.

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**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.
6. 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.

7. 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.

8. Click **Add Exception**.

   a. **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.

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

10. 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.
11. 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.

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**SUBSTITUTE EXCEPTION**

**STEPS**

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

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

3. Enter the target course from the course rule selected in the prior step in the **Replace Subject** and **Number** fields.
   a. 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.

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

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

![Add Exception Button]

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

![Exception Details Box]

12. You can also type more detailed and relevant description. The character count limit using the paper/pencil icon is 220.

13. 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.

14. Click **OK**.

15. Click **Add Exception**.

![Add Exception Button]

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

![Warning Pop-up]

17. 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**.

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

4. The exception will be applied wherever the **Replace** course existed.
5. The Block number ‘RA000000’ indicates it is a global exception and the Enforced status of ‘Yes’ will confirm the exception is being applied correctly.

6. 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.

7. 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.

8. 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.
**ALSO ALLOW EXCEPTION**

**STEPS**

1. This exception allows a specific course to be added as an option thereby expanding the course options available on a specific rule.
   a. This option should only be used as allowed in Senate approved major requirements.
   b. 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.
   c. This exception is limited to qualifiers or restrictions, like minimum grade, and best-fit scenarios.
   d. Also Allow Exception access will be limited to departments with major requirements that have not been explicitly stated or defined.

2. Select **Also Allow** entry from the Exception Types drop-down list then click **Load**.

3. Enter the **course subject and number** in the appropriate fields. HISA 162 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.

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

6. You can also type a more detailed description. The character count limit using the paper/pencil icon is 220.

7. 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.
8. Click OK.
9. Scroll to the appropriate block and select the course rule or qualifier by clicking the radio button next to it.

10. Click Add Exception.

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.
Exceptions

**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.
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.

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.

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.
19. Click **Add Exception**.

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

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**.

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

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

4. Leave the description blank.

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.

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

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.
2. 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.

3. Enter the new limit in the Change Limit to field.

4. 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.

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.

6. Click Add Exception.

7. 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.

![Message from webpage]

Your exception has been added to the database successfully.

OK

9. 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.

![Exceptions]

**REMOVE AN EXCEPTION**

**STEPS**

1. From the exceptions tab an exception can be removed in two ways:
   a. One is to select the radio button next to the exception.
   b. Another is to scroll to the bottom of the exceptions window and select the exception from the list.

![Exceptions]

2. Click **Remove Exception**.

![Exceptions]

3. 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.

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.
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