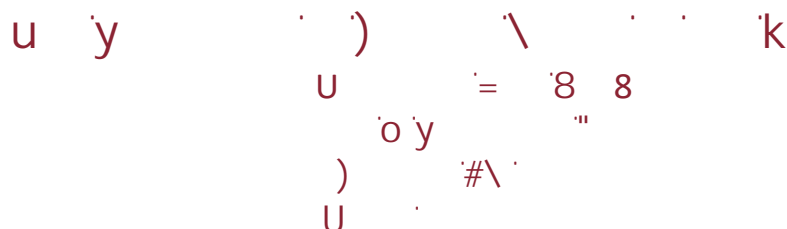


DEGREE AUDIT

Exceptions Quick Start Guide

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WHEN IS AN EXCEPTION NEEDED?

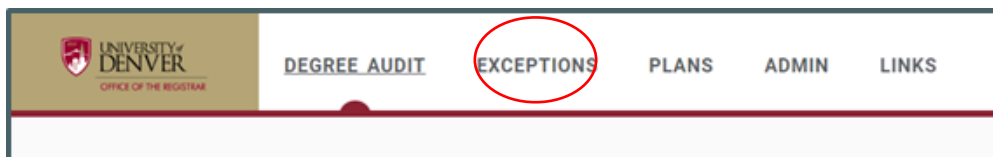
As a reminder:

- Deans can approve course waivers and substitutions in programs of study in their college.
 - Faculty can approve course waivers and substitutions in programs of study in their department.
 - Deans or chairs can delegate authority for course waivers and substitutions to advisors in their college/department.
 - Exceptions to institutional requirements, such as credit and GPA requirements, can only be made by the Academic Exceptions Committee.
-
- An exception may be needed anytime a course does not load onto the degree audit as expected. This could include transfer coursework, substitutions and course waivers. The exceptions process makes it easier for you to move courses around on the degree audit without having to make a special request to the Office of the Registrar.

| Electives | |
|---------------------|----------------------------|
| Credits applied: 51 | Courses applied: 10 |
| Course | Title |
| BIOL 1XXX | Intro to Cell Biology |
| | Satisfied by: BIO SC2300 |
| BIOL 1XXX | General Genetics |
| | Satisfied by: Bio Sc2200 - |

ACCESS TO EXCEPTIONS

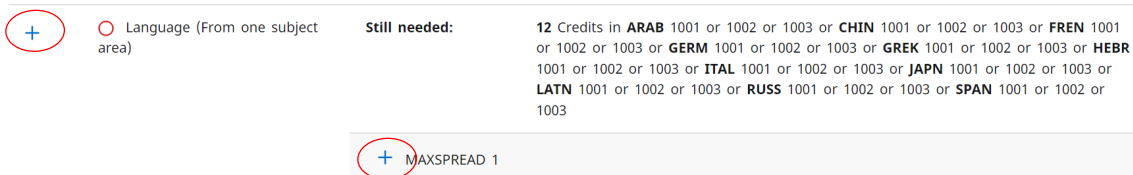
- If you have access to the exceptions functionality, you will see an exceptions tab at the top of your audit home screen.



- If you do not see this tab, please contact the Office of the Registrar to see if you qualify for access.

MOVING A COURSE

- To get started, click on the exception tab at the top of the screen. You will notice the addition of some blue '+' signs.
- These '+' signs indicate where an exception can be processed. Click on the blue '+' sign next to the requirement to enter the exceptions menu.



Language (From one subject area)

Still needed: 12 Credits in **ARAB** 1001 or 1002 or 1003 or **CHIN** 1001 or 1002 or 1003 or **FREN** 1001 or 1002 or 1003 or **GERM** 1001 or 1002 or 1003 or **GREK** 1001 or 1002 or 1003 or **HEBR** 1001 or 1002 or 1003 or **ITAL** 1001 or 1002 or 1003 or **JAPN** 1001 or 1002 or 1003 or **LATN** 1001 or 1002 or 1003 or **RUSS** 1001 or 1002 or 1003 or **SPAN** 1001 or 1002 or 1003

+ MAXSPREAD 1

EXCEPTIONS MENU

- The exceptions menu contains three components: the type, description, and details.
- There are five different types of exceptions available: Also Allow, Apply Here, Force Complete, Remove Course and/or Change the Limit, and Substitute.



Add Exception

Exception for: Intro. to Computer Science I

Exception type

Description*

Details

CANCEL ADD EXCEPTION

TYPES OF EXCEPTIONS

- You will want to select the appropriate exception type as they have different qualities:
 - Also Allow: This is a substitution used to allow a course to slot in against a rule where it may not generally be accepted. Credits stay the same.
 - Ex. 1 Course in COMP 1201. 'Also Allow' COMP 1202. The requirement is now COMP 1201 or COMP 1202
 - Apply Here: This is used for general course movement. Credits stay the same.
 - Ex. 1 Course in COMP 1201. 'Apply here' COMP 1202. The requirement is still COMP 1201 but COMP 1202 satisfies the requirement.
 - Force Complete: Used for course waivers. Reduces credit amount.
 - Ex. 1 Course in COMP 1201. 'Force Complete' COMP 1201. The student will not need to complete COMP 1201.
 - Substitute: Used to process a verified substitution.
 - Ex. 1 Course in COMP 1201. 'Substitute' with COMP 1202. The student must take COMP 1202 and cannot take COMP 1202 to satisfy the requirement.

ALSO ALLOW

- This is a substitution used to allow a course to slot in against a rule where it may not generally be accepted. Credits stay the same.
 - Ex. 1 Course in COMP 1201. 'Also Allow' COMP 1202. The requirement is now COMP 1201 or COMP 1202.

+ **○** Intro. to Computer Science I **Still needed:** **1** Course in **COMP** 1201

Exception for: Intro. to Computer Science I

Exception type
Also Allow

Allow

Subject *
COMP

Number *
1202

- After entering the appropriate course information, enter a description and any additional details pertinent to the exception.
- Click on the 'ADD EXCEPTION' button to complete the process.

Description *

Details

CANCEL

ADD EXCEPTION

APPLY HERE

- This is used for general course movement. Credits stay the same.
 - Ex. 1 Course in COMP 1201. 'Apply here' COMP 1202. The requirement is still COMP 1201 but COMP 1202 satisfies the requirement.

+ ○ Intro. to Computer Science I **Still needed:** 1 Course in COMP 1201

Add Exception

Exception for: Intro. to Computer Science I

Exception type
Apply Here ▼

Apply

Subject *
COMP

Number *
1202

- After entering the appropriate course information, enter a description and any additional details pertinent to the exception.
- Click on the 'ADD EXCEPTION' button to complete the process.

Description *

Details

CANCEL

ADD EXCEPTION

FORCE COMPLETE

- Used for course waivers. Reduces credit amount.
 - Ex. 1 Course in COMP 1201. 'Force Complete' COMP 1201. The student will not need to complete COMP 1201.

+ ○ Intro. to Computer Science I **Still needed:** 1 Course in **COMP 1201**

Add Exception

Exception for: Intro. to Computer Science I

Exception type
Force Complete ▼

Description *

- Enter the appropriate information including a description and any additional details pertinent to the exception.
- Click on the 'ADD EXCEPTION' button to complete the process.
- *NOTE: This option will adjust credit totals. Additional hours may need to be made up in another area.

Description *

Details

CANCEL

ADD EXCEPTION

SUBSTITUTE

- Used to process a verified substitution.
 - Ex. 1 Course in COMP 1201. 'Substitute' with COMP 1202. The student must take COMP 1202 and cannot take COMP 1202 to satisfy the requirement.

Add Exception

Exception for: Intro. to Computer Science I

Exception type
Substitute

Change

| | |
|-----------|----------|
| Subject * | Number * |
| COMP | 1201 |

To

| | |
|-----------|----------|
| Subject * | Number * |
| COMP | 1671 |

- In the 'Change' field, enter the original course.
- In the 'To' field, enter the course that is being substituted.
- Enter a description and any additional details pertinent to the exception.
- Click on the 'ADD EXCEPTION' button to complete the process.

Description *

Details

CANCEL ADD EXCEPTION


REMOVING AN EXCEPTION

- There are two ways to remove an exception.
- The first way to remove an exception is on the requirement itself. Look for the trashcan icon located to the right of the exception. Clicking this trashcan will delete the exception.

+
Language (From one subject area)


Still needed: 12 Credits in **ARAB** 1001 or 1002 or 1003 or **CHIN** 1001 or 1002 or 1003 or **FREN** 1001 or 1002 or 1003 or **GERM** 1001 or 1002 or 1003 or **GREK** 1001 or 1002 or 1003 or **HEBR** 1001 or 1002 or 1003 or **ITAL** 1001 or 1002 or 1003 or **JAPN** 1001 or 1002 or 1003 or **LATN** 1001 or 1002 or 1003 or **RUSS** 1001 or 1002 or 1003 or **SPAN** 1001 or 1002 or 1003


+ MAXSPREAD 0

Exception by: Nichols, Trudi (Cate) **On:** 07/26/2022 **Remove Course and/or Change the Limit:** Remove 

- You can also see and delete multiple exceptions in the exception card at the bottom of the audit.
- Use the radio button to select which exception(s) you would like to delete. Once selected, click on the trashcan icon to delete the exception(s).

Exceptions

^


|  Type | Description | Created on | Created by | Block | Enforced |
|--|----------------------------|------------|-----------------------|--|----------|
| <input checked="" type="checkbox"/> Substitute | Replace RMS 4930 with RMS. | 11/30/2021 | Brennan, Blake | Major in Research Methods and Statistics | Yes |
| <input type="checkbox"/> Remove Course and/or Change the Limit | Remove | 07/26/2022 | Nichols, Trudi (Cate) | Common Core Test Block | Yes |