

Adding Exceptions in Degree Works

STAFF REFERENCE GUIDE



Adding Exceptions in Degree Works

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Substitutions

❖ What does it do?

- ❓ A Substitution exception is used to **replace** one specific course with another.
- ❓ Will only pull in the new course if the course meets other associated requirements (e.g., Min Grade).

❖ When should it be used?

- ❓ If you have a DPOE to trade one class out for another for a specific student.

❖ How is it used?

- ❓ First, select the radio button next to the requirement you are making a substitution for.

☒ Public Speaking. Minimum course grade 2.0/C ☐ Still Needed: 1 Class in COM 2000
☐ MINGRADE 2.0

- ❓ Next select “Substitute” from the drop-down menu of exception types, and click the

Exception Types Substitute Load

“Load” button beside it.

- ❓ Fill in the appropriate information in the fields that appear. Required fields for a regular substitution are the top four boxes and the description. The middle three boxes can be utilized for generic Transfer courses (e.g., TRC 2XXX), which will be discussed later in this document.
- ❓ Select “Add Exception,” then return to the Worksheet and run a new audit for the

Exception Types Substitute Load

Substitute one class for another

Replace Subject COM Number 2000 With Subject COM Number 101

With

Description DPOE Information Goes Here Add Exception

✓ Public Speaking. Minimum course grade 2.0/C		COM 101		Collegiate Communication
Exception By:	Kuhn, Mallory Jaane	On:	03/15/2019	Substitution : DPOE Information Goes Here

student. You should see the new course pulling in place of the original requirement.

Also Allow

❖ What does it do?

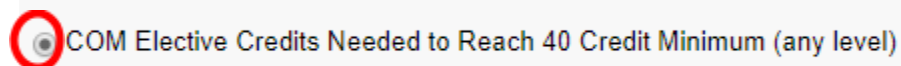
- ❓ An Also Allow exception will allow you to add a class to the options of classes that are acceptable for a given requirement.
- ❓ Does not replace an existing course requirement, just allows another to fill the requirement instead.

❖ When should it be used?

- ❓ In “bucket” categories, such as electives.
- ❓ If you are substituting in a class the student has not yet passed (if he or she proceeds to fail, he or she could then retake that class or choose to take the original class instead with no additional exceptions needed.)

❖ How is it used?

- ❓ First, select the radio button next to the requirement you are making a substitution for.



- ❓ Next, select “Also Allow” from the Exception Type drop-down and click the “Load” button beside it.

Exception Types Also Allow Load

- ❓ Fill in the appropriate information in the fields that appear. Required fields for a regular Also Allow are the top four boxes and the description. The middle three boxes can be utilized for generic Transfer courses (e.g., TRC 2XXX), which will be discussed later in this document.

Exception Types Also Allow Load

Also Allow a class to meet a requirement

Allow Subject JRN Number 3120

With

Description DPOE Information Goes Here Add Exception

- ❓ Select “Add Exception,” then return to the Worksheet and run a new audit for the student. You should see the new course pulling into the desired requirement.

COM Elective Credits Needed to Reach 40 Credit Minimum (any level)		COM 1500 COM 2403 JRN 3120	Intro to American Sign Lang Group Dynamics and Comm Feature Writing
Exception By:	Kuhn, Mallory Jaine	On:	03/15/2019
		Also Allow : DPOE Information Goes Here	

Remove Course and/or Change the Limit

❖ What does it do?

- ❓ A Remove Course exception will pull a class out of a given requirement.
- ❓ A Change the Limit exception will adjust the amount of classes or credits a given requirement is looking for.

❖ When should it be used?

- ❓ When a class is pulling into a category you would prefer it be removed from, for instance to allow it to pull into another block it is not allowed to Share with.
- ❓ When there is a DPOE to change the number of credits a student must achieve in a certain block/requirement.
- ❓ In complex exceptions, for example where two classes are substituted for one (discussed in more detail on page 8).

❖ How is it used?

- ❓ Example 1: Removing a Course
 - i. First, select the radio button next to the requirement you are making a substitution for.

☒ Communication Theory Course. Minimum course grade 2.0/C COM 3003 ☒ MINGRADE 2.0

- ii. Next, select “Remove Course and/or Change the Limit” from the Exception Type drop-down and click the “Load” button beside it.
- iii. Enter the course you are looking to remove into the top two boxes, leave the middle box blank, and enter the description into the box.

Exception Types Remove Course and/or Change the Limit ▼ Load

Remove Course and/or Change the Limit

Remove Subject Number

Change Limit to Credits ▼

Description 📌 Add Exception

- iv. Select “Add Exception,” then return to the Worksheet and run a new audit for the student. You should see the course removed from the selected requirement.

☐ Communication Theory Course. Minimum course grade 2.0/C		Still Needed: 1 Class in COM 3000 or 3201 or 3002 or 3202
Exception By: Kuhn, Mallory Jaine	On: 03/15/2019	Remove Course / Change the Limit : DPOE Information Goes Here

Example Two: Changing the Limit for a requirement.

- i. First, select the radio button next to the requirement you are making a substitution for. Frequently this will be in the Header of a block, but may also be on an elective “bucket” type requirement or similar.

☒ 28:50 Credits
☐ MINGPA 1.995
☐ MINRES 28 Credits
☐ MINGRADE 2.0

Block Qualifiers: ShareWith(MAJOR = 3@, MAJOR = 4@, MAJOR = 5@, MAJOR = 6@, MAJOR = 7@)
ShareWith(CONC = 1720, CONC = 6@)

- ii. Next, select “Remove Course and/or Change the Limit” from the Exception Type drop-down and click the “Load” button beside it.
- iii. Enter the new number of credits or classes required for the requirement, leaving the first two blocks blank.

Exception Types Remove Course and/or Change the Limit ▼ Load

Remove Course and/or Change the Limit

Remove Subject Number

Change Limit to Credits ▼

Description Add Exception

- iv. Select “Add Exception,” then return to the Worksheet and run a new audit for the student. You should see the new credit requirement pulling in.

Catalog Year:	WINTER SEMESTER 2018	Credits Required:	24
		Credits Applied:	25

Force Complete

❖ What does it do?

- ❓ Forces the green check mark on the requirement.
- ❓ **Does not** pull in credits or grades, just marks the requirement as complete.

❖ When should it be used?

- ❓ On sub-requirements (such as Min Grade).
- ❓ When a requirement is waived completely.
- ❓ As a last resort when a Substitution or Also Allow will not do the trick. **Call Christy first.** 😊

❖ How is it used?

- ❓ First, select the radio button next to the requirement you are looking to override.

☐ Composition II (min grade 2.8 required for BSN major) ☐ Still Needed: 1 Class in WRT 1060
☒ MIN GRADE 2.8

- ❓ Next, select “Force Complete” from the Exception Type drop-down and click the “Load” button beside it.

- ❓ Enter the appropriate information in the text box. Be sure to be descriptive.

Exception Types

Force Complete a rule or qualifier

Description

- ❓ Select “Add Exception,” then return to the Worksheet and run a new audit for the student. You should see the selected requirement completed. In this example, the minimum grade requirement was overridden only, allowing the appropriate course to pull in.

✔ Composition II (min grade 2.8 required for BSN major)				WRT 1060	Composition II
				Satisfied by	WRA195H - Writing: Major Top Amer Thght - Michigan State University
Exception By:	Kuhn, Mallory Jaine	On:	03/22/2019	Force Complete : DPOE Information Goes Here	

Apply Here

❖ What does it do?

- ❓ Forces a course into a requirement regardless of all other requirements.
- ❓ Will apply a failed class to a category if used.

❖ When should it be used?

- ❓ Sparingly if ever. **Only** on completed courses if used.
- ❓ Call Christy before using to ensure there is not a simpler way to do this exception.

❖ How is it used?

- ❓ First, select the radio button next to the requirement you are looking to force a course into.

 Introduction to Communication Studies. Minimum course grade 2.0/C

☐ Still Needed: 1 Class in COM 1000
☐ MINGRADE 2.0

- ❓ Next, select “Apply Here” from the drop-down menu and click the “Load” button beside it.
- ❓ Enter the course you are looking to pull into the section in the top two boxes. The middle boxes can be used for more complex exceptions, for example pulling in Transfer courses. This is discussed in a later section of this documentation.

Exception Types Apply Here Load

Apply Here a specific class

Apply Subject PSY Number 241

With

Description DPOE Information Goes Here  Add Exception

- ❓ Click “Add Exception” and return to the Worksheet to process a new audit for the student. You should see the course pulling in. In this example, you will notice the course had a MinGrade requirement of a 2.0. The student achieved a 1.0 in the course being brought in. The Apply Here overrides a course into a requirement regardless of any other requirements, as mentioned above, and should only be

☒ Introduction to Communication Studies. Minimum course grade 2.0/C

PSY 241

Intro to Clinical Psychology

Exception By: Kuhn, Mallory Jaine On: 03/22/2019

Apply Here : DPOE Information Goes Here



used in the rarest of circumstances.

More Complex Exceptions: Substituting Two Classes for One

❖ What does it do?

- ❓ Allows two courses to satisfy a single requirement.
- ❓ Pulls in all credits/grades for both courses.

❖ When should it be used?

- ❓ To allow a student to substitute two courses where the catalog requires one.

❖ How is it used?

- ❓ First, select the radio button next to the requirement you are making a substitution for.

 Introduction to Professional Nursing

☐ Still Needed: 1 Class in NRS 2012
☐ MINGRADE 2.7

- ❓ This exception will require **three** separate exceptions, all on the same radio button.
- ❓ The first exception will be a **Remove Course and/or Change the Limit** exception. Select this from the drop-down menu and click Load. Then fill in the information to change the limit to **2 Classes**.

Exception Types Remove Course and/or Change the Limit ▼ Load

Remove Course and/or Change the Limit

Remove Subject Number

Change Limit to Classes ▼

Description  Add Exception

- Click "Add Exception"
- ❓ Next, select **Substitution** from the drop-down menu, and click Load. Enter the currently listed course in the first two boxes, and one of the two courses being substituted in the second two boxes.

Exception Types Substitute ▼ Load

Substitute one class for another

Replace Subject Number With Subject Number

With

Description  Add Exception

- Click "Add Exception"

- 2 Next, select **Also Allow** from the drop-down menu, and click Load. Enter the second course being substituted in the boxes labeled *Subject* and *Number*.

Exception Types Also Allow Load

Also Allow a class to meet a requirement

Allow Subject NRS Number 3900

With

Description DPOE Information Goes Here Add Exception

- i. Click “Add Exception”

- 2 Then click “Run New Audit” and return to the Worksheet. You will now see both courses applying to that requirement in the audit.

Introduction to Professional Nursing				NRS 2111 NRS 3900	Intro to Prof Nursing Practice Topics in Nursing
Exception By:	Kuhn, Mallory Jaine	On:	04/25/2019	Also Allow : DPOE Information Goes Here	
Exception By:	Kuhn, Mallory Jaine	On:	04/25/2019	Substitution : DPOE Information Goes Here	
Exception By:	Kuhn, Mallory Jaine	On:	04/25/2019	Remove Course / Change the Limit : DPOE Information G	

More Complex Exceptions: Substituting a Non-Equivalent (TRC 1XXX) Transfer Course

❖ What does it do?

- ❓ Pulls a transfer course in for a requirement even when there is not a direct equivalent for that course.

❖ When should it be used?

- ❓ When you are looking to apply transfer credit that did not come over as a direct equivalent course to a requirement.

❖ How is it used?

- ❓ For this exception, the first step is to scroll down to the **General Electives** section of the audit and find the Transfer course you are looking to pull in. Take note of the course number from the previous institution. You will need to reference this information later.

ENV 1XXX Environmental Science
Satisfied by: ENV1050 Environmental Science - Macomb Cmty Coll Center Campus

- ❓ Click the Exceptions tab and select the radio button beside the requirement.

 Biology Lecture Electives (4000 level) ☐ Still Needed: 2 Classes in BIO
BIO 2100 (T), BIO 2101 (T)

- ❓ Under the drop-down menu, you can select either **Also Allow** or **Substitute** for this type of exception. This example will utilize **Also Allow**.
- ❓ In the top two boxes, you will enter the “OU Equivalent” course information. In this example, it is **ENV 1XXX**.
- ❓ In the center three boxes, you will select **DW Transfer Course** from the first drop-down, and **equal to** from the second drop-down.
- ❓ In the third center box you will need to enter the previous institution course number. *This needs to be an exact match*. No spaces can be added or removed.
 - i. Tip: copy and paste the information directly from the course listing in the General Electives section of the audit.

Exception Types Also Allow ▼

Load

Also Allow a class to meet a requirement

Allow Subject ENV Number 1XXX

With DW Transfer Course ▼ equal to ▼ ENV1050

Description DPOE Information Goes Here



Add Exception

ii. Then click “Add Exception”

- ❓ Run a new audit and return to the Worksheet. You will now see that non-equivalent transfer course pulling into the audit.

☐ Biology Lecture Electives (4000 level)	ENV 1XXX Satisfied by Environmental Science ENVS1050 - Environmental Science Still Needed: 1 Class in BIO 4@ Except BIO 3920 or 4211 or 3333 or
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