TABLE OF CONTENTS

Introduction to Exceptions........................................................................................................................................3
Create an Exception..................................................................................................................................................4
Also Allow............................................................................................................................................................5
Apply Here ..........................................................................................................................................................6
Also Allow and Apply Here Qualifiers ..............................................................................................................8
Force Complete ...................................................................................................................................................9
Remove Course and/or Change the Limit ...........................................................................................................10
View a Student's Exceptions ...............................................................................................................................11
Delete an Exception.........................................................................................................................................12
Introduction to Degree Works Exceptions

An exception modifies a student’s degree requirements to offer program flexibility. For example, exceptions are used when a course does not automatically apply to a requirement, when a course can be used as a substitute for a required course, or when a course or requirement is waived.

There are 4 relevant exceptions within Degree Works:

Also Allow: Allows an alternate course or credit to count for the selected course requirement while retaining the original course option(s). Also allow still allows the auditor to make a choice about the best fit course for the requirement.

Apply Here: Overrides both the auditor and any qualifiers on a requirement (such as minimum grades) and forces a course into a specific requirement.

Force Complete: Marks a requirement complete without applying additional classes. This should be used as a waiver.

Remove Course and/or Change the Limit: Removes a course option or changes the number of classes or credits needed to meet the requirement.

Objectives

By the end of this manual the user will be able to:

1. Define an exception
2. Describe the 4 exception types
3. Create an exception in Degree Works
CREATE AN EXCEPTION

1. Access Degree Works through Self-Service Banner.
2. Select **Exceptions** at the top of the Degree Works Responsive Dashboard.

3. Select the **plus (+) icon** for the degree requirement you would like to make the exception for.

4. The exceptions window will appear. Select the **Exception type drop-down**.
EXCEPTIONS

ALSO ALLOW

The Also Allow Exception should be used to allow an alternate course or credit to count for the selected course requirement while retaining the original course option(s). Also allow still allows the auditor to make a choice about the best fit course for the requirement.

1. Select **Also Allow** from the exceptions type drop-down.

2. In the Allow fields, type the Subject and Number for the course.

3. Qualifiers are not required. However, they may be needed when making complex exceptions. See the Also Allow & Apply Here Qualifiers section on page 8 for more information.
4. In the Description field, enter the course acronym, number, and brief explanation or authorization. This is visible on the DW audit.

5. If needed, add more information in the Details field. **Note:** There is a 220 character limit.

6. Select **Add Exception**. The applied exceptions will appear on the student’s audit.

**APPLY HERE**

The Apply Here Exception overrides both the auditor and any qualifiers on a requirement (such as minimum grades) and forces a course into a specific requirement.

1. Select **Apply Here** from the exceptions type drop-down.

2. In the Apply fields, type the Subject and Number for the course.
3. Qualifiers are not required. However, they may be needed when making complex exceptions. See the Also Allow & Apply Here Qualifiers section on page 8 for more information.

4. In the Description field, enter the course acronym, number, and brief explanation or authorization. This is visible on the DW audit.

5. If needed, add more information in the Details field. Select Add Exception.
QUALIFIERS

ALSO ALLOW & APPLY HERE QUALIFIERS

When making complex exceptions in which you need to specify course titles, transfer course identifiers, or specific grades that are not normally allowed, qualifiers should be used to help the auditor make a specific decision.

Examples of qualifiers include:

**DW TRANSFERCOURSE equal to <transfer course name>**
This qualifier should be used when multiple courses transfer over as the same acronym and you need to specify which course will be used for the exception. For example, if you want a specific INTR 99070 course to fulfill a requirement, you need to specify with qualifiers.

1. Enter the Subject and Number of the course as it transferred to Rowan.

![Image](Exception for: Music Theory I)

2. Select the qualifier **DW Transfer Course** and the operator **equal to**. In the value field, type the **transfer course acronym**.
   **Note:** This is the TRANSFER course acronym and number. This should be written with no space in between the acronym and course. For example, MUS215.

![Image](Allow & Apply Here Qualifiers)

**DW TERM equal to <term code>**
This qualifier should be used when multiple courses have the same acronym and you want to specify the course you are creating the exception for by the term the course was taken in.

**DW GRADELETTER equal to <grade letter>**
This qualifier should be used to specify a course by the specific grade that the student earned.
**Note:** Add the grade exactly as it appears for the student. Some grades might appear as TA, TB, TC, etc.

**DW TITLE equal to <course title>**
This qualifier should be used when courses share the same acronym and number, like special topics or free elective courses. For example, SP TOPICS: JAZZ HISTORY. **Note:** The title must be typed in capital letters and copied directly from Degree Works or Banner transcript.
FORCE COMPLETE

The Force Complete Exception should be used to manually mark a requirement complete without applying additional classes. This is equivalent to a waiver and should be used with discretion and with the approval of department chairs.

1. Select **Force Complete** from the exceptions type drop-down.

2. In the Description field, enter a brief explanation or authorization. This is visible on the DW audit.

3. If needed, add more information in the Details field. Select **Add Exception**.
The Remove Course and/or Change the Limit Exception should be used to remove a course option or change the number of classes or credits needed to meet the requirement.

1. Select **Remove Course and/or Change the limit** from the exceptions type drop-down.

2. Use the Remove or Change fields based on the exception you are trying to complete. Note: Remove and Change are two separate options.
   a. If you are removing a course option, type the Subject and Number for the course in the remove fields. For example, removing MUS40331 from the list of music electives.

   ![Remove Course Example](image)

   b. Use the Change fields if you are changing the number of classes or credits needed. For example, a student needs 9 credits or 3 classes in music electives. In the Limit field, type the number of credits or classes you want to change the requirement to then select credits or classes from the Units drop-down.

   ![Change Limits Example](image)
3. In the Description field, enter a brief explanation or authorization. This is visible on the DW audit.

```
<table>
<thead>
<tr>
<th>Change</th>
<th>Limit</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Details</td>
<td></td>
</tr>
</tbody>
</table>
```

4. Select Add Exception.

**VIEW A STUDENT’S EXCEPTIONS**

You can view a student's current exceptions within the audit or in the Exceptions Block.

1. Select Worksheet at the top of the screen.

2. Scroll down to find the course in the audit or to the Exceptions block.
DELETE AN EXCEPTION

You can delete a student’s exceptions in the Exceptions Block of the Exceptions screen.

1. Select **Exceptions** at the top of the screen.

2. Scroll down to the Exceptions block. Select the check box next to the course you would like to delete.

3. Select the **trash icon**.

You can also delete a student’s exception by locating the course on the Exceptions Screen and selecting the trash icon.