

# **DEGREE WORKS EXCEPTIONS TRAINING MANUAL**

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## **CONTACT**

[DegreeWorks@rowan.edu](mailto:DegreeWorks@rowan.edu)

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## Introduction to Degree Works Exceptions

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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

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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

# EXCEPTIONS

## CREATE AN EXCEPTION

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

The screenshot shows the Rowan University Degree Works dashboard. The top navigation bar is yellow with the following tabs: WORKSHEETS, EXCEPTIONS (highlighted with a red box), PLANS, and ADMIN. The user's name, Melissa T. Meireles, is displayed in the top right corner. Below the navigation bar, the 'Worksheets' section is visible, with a sub-header 'Data refreshed 02/04/2022 12:55 AM'. The main content area shows a form with fields for 'Student ID', 'Name', and 'Degree' (set to 'Bachelor of Arts').

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

The screenshot shows the 'Rowan Experience' section in Degree Works. The status is 'INCOMPLETE'. Below the status, it shows 'Credits applied: 6' and 'Catalog year: 2020-2021'. The 'Block Qualifiers' section lists 'ShareWith (DEGREE, MAJOR, MINOR, OTHER, CONC)'. A note states: 'Courses may also carry more than one designation (attribute) so that one course may meet two or more Rowan Experience requirements as well as general education or major requirements. (However, the credits may only count one time.) Please speak with your advisor if you have any questions.' Below this, the 'Block qualifiers:' section shows 'ShareWith (DEGREE, MAJOR, MINOR, OTHER, CONC)'. The 'Course' section lists 'Broad-based Literature' with a plus icon highlighted by a red box. The 'Still needed:' section shows '3 Credits in @ @ with attribute = LIT'. Below this, there is a 'ShareWith (THISBLOCK)' option. At the bottom, 'Rowan Seminar' with 'PSY 01107' is listed.

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

The screenshot shows the 'Add Exception' dialog box. The 'Exception for:' field is set to 'Broad-based Literature'. The 'Exception type' drop-down menu is highlighted with a red box. Below this, there are fields for 'Description \*' and 'Details'. At the bottom, there are 'CANCEL' and 'ADD EXCEPTION' buttons.

# 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.

Add Exception

Exception for: New Venture Development

Also Allow

Apply Here

Force Complete

Remove Course and/or Change the Limit

Substitute

CANCEL

ADD EXCEPTION

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

Add Exception

Exception for: New Venture Development

Exception type

Also Allow

Allow

Subject \*

GEOG

Number \*

16133

- 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.

Exception for: New Venture Development

Exception type

Also Allow

Allow

Subject \*

GEOG

Number \*

16133

With

Qualifier

Operator

Value

# EXCEPTIONS

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



Description \*

GEOG 16133 allowed here

Details

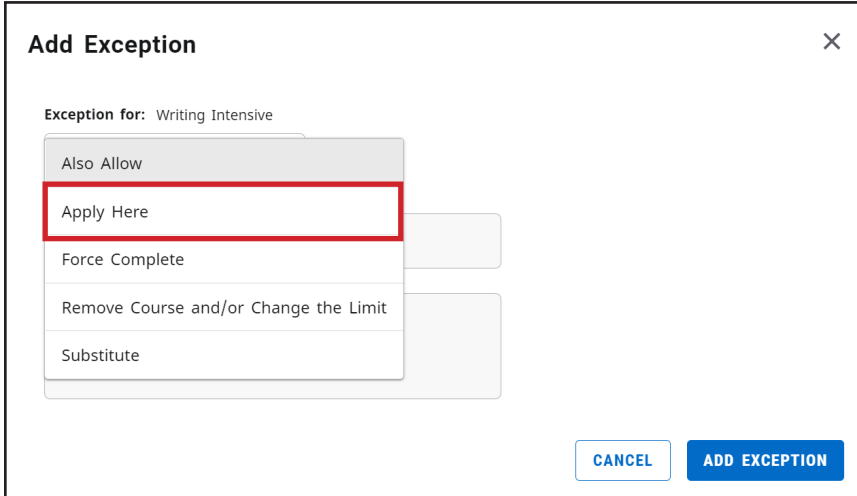
CANCEL ADD EXCEPTION

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.



Add Exception

Exception for: Writing Intensive

Also Allow

Apply Here

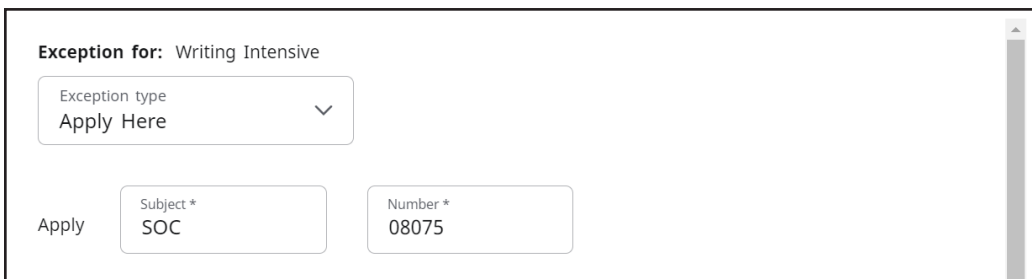
Force Complete

Remove Course and/or Change the Limit

Substitute

CANCEL ADD EXCEPTION

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



Exception for: Writing Intensive

Exception type

Apply Here

Apply

Subject \*

SOC

Number \*

08075

CANCEL ADD EXCEPTION

# EXCEPTIONS

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.

Exception for: Writing Intensive

Exception type

Apply Here

Apply

Subject \*

SOC

Number \*

08075

With

Qualifier

Operator

Value

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

Description \*

SOC 08075 applied here

CANCEL

ADD EXCEPTION

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

# QUALIFIERS

## ALSO ALLOW & APPLY HERE QUALIFIERS

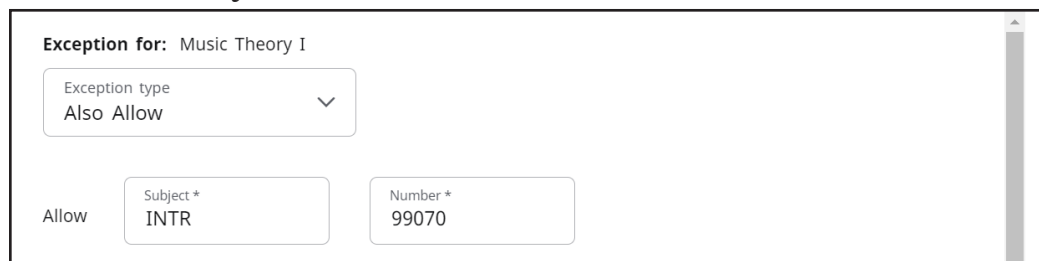
When making complex exceptions in which you need to specify course titles, transfer course identifiers, or specific grades that are not normally allowed, qualifiers should be used to help the auditor make a specific decision.

Examples of qualifiers include:

### DW TRANSFERCOURSE equal to <transfer course name>

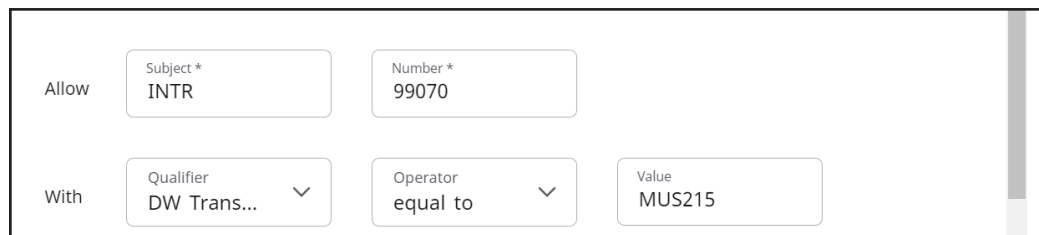
This qualifier should be used when multiple courses transfer over as the same acronym and you need to specify which course will be used for the exception. For example, if you want a specific INTR 99070 course to fulfill a requirement, you need to specify with qualifiers.

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



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.



### 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.

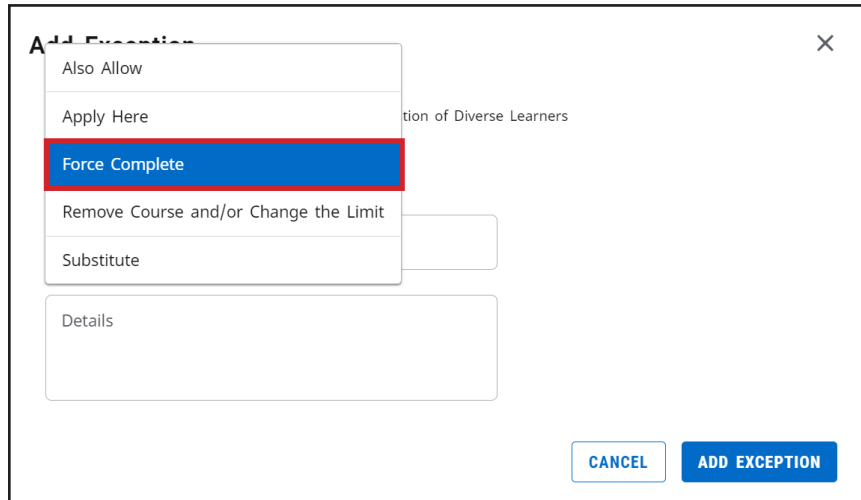


# EXCEPTIONS

## FORCE COMPLETE

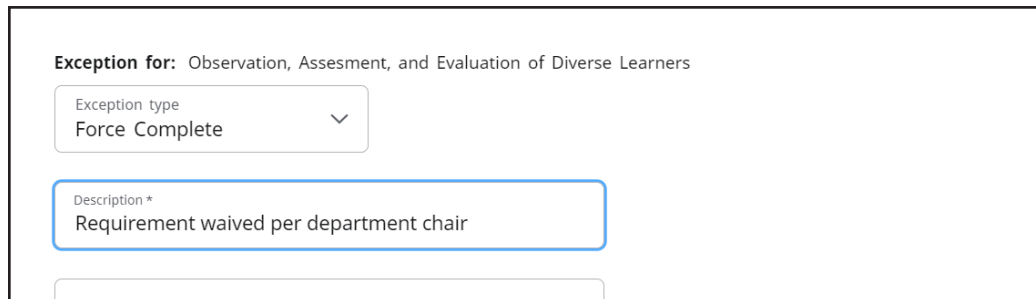
The Force Complete Exception should be used to manually mark a requirement complete without applying additional classes. This is equivalent to a waiver and should be used with discretion and with the approval of department chairs.

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



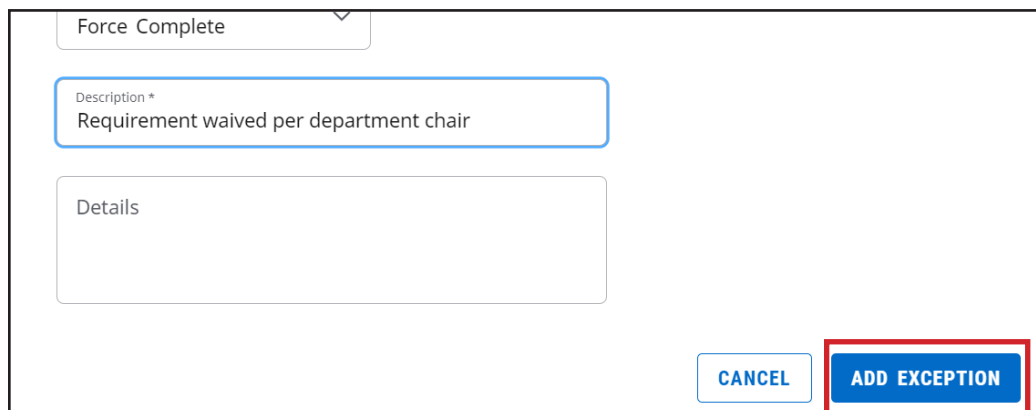
The screenshot shows a modal window titled 'Add Exception' with a close button (X) in the top right corner. Inside the modal, there is a dropdown menu labeled 'Exception type' with the following options: 'Also Allow', 'Apply Here', 'Force Complete' (highlighted with a red border), 'Remove Course and/or Change the Limit', and 'Substitute'. To the right of the dropdown, the text 'tion of Diverse Learners' is partially visible. Below the dropdown is a text input field labeled 'Details'. At the bottom right of the modal are two buttons: 'CANCEL' and 'ADD EXCEPTION'.

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



The screenshot shows the 'Add Exception' form with the 'Exception type' dropdown set to 'Force Complete'. The 'Description \*' field is highlighted with a blue border and contains the text 'Requirement waived per department chair'. The 'Details' field is empty. The 'CANCEL' and 'ADD EXCEPTION' buttons are at the bottom right.

3. If needed, add more information in the Details field. Select **Add Exception**.



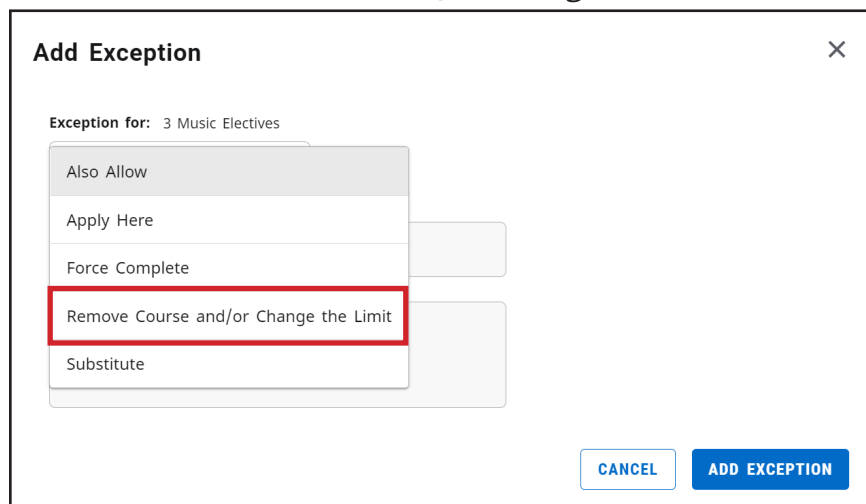
The screenshot shows the 'Add Exception' form with the 'Exception type' dropdown set to 'Force Complete'. The 'Description \*' field contains 'Requirement waived per department chair'. The 'Details' field is empty. The 'ADD EXCEPTION' button is highlighted with a red border.

# EXCEPTIONS

## REMOVE COURSE AND/OR CHANGE THE LIMIT

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.

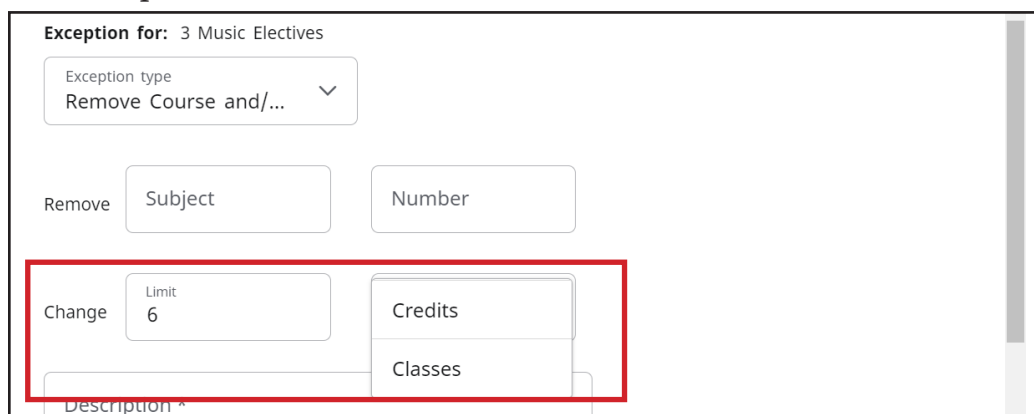
1. Select **Remove Course and/or Change the limit** from the exceptions type drop-down.



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.



- 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.



# EXCEPTIONS

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

Change

Limit

Units

▼

Description \*

Details

CANCEL

ADD EXCEPTION

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.

RowanUniversity

WORKSHEETS

EXCEPTIONS

PLANS

Melissa T Meireles

☰

Exceptions

✉

⋮

Student ID

×

Name

Degree

Bachelor of Arts

Advanced search

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

✓ Computer Technology and Music I	MUS 40122	COMPUTER TECHNOLOGY & MUSIC I	A	3	Fall 2020
✓ Music Theory I	INTR 99070	FREE ELECTIVE	TA	1	Fall 2020
<div><div>Satisfied by:</div><div>MUS215 - AURAL SKILLS I - Rowan College SJ at Gloucester</div></div>					
<div><div>Exception by:</div><div>Meireles, Melissa On: 03/10/2022</div><div>Also Allow:</div><div>MUS215 allowed here</div></div>					
✓ History of Popular Music (Satisfies Artistic Literacy)	MUS 40201	HISTORY OF POPULAR MUSIC	A	3	Fall 2021

Exceptions

⌵

Type	Description	Created on	Created by	Block	Enforced
Also Allow	<a href="#">MUS215 allowed here</a>	03/10/2022	Meireles, Melissa T	Music Industry (1014) w/ Music Technology (P118)	Yes

# EXCEPTIONS

## 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.

RowanUniversity WORKSHEETS **EXCEPTIONS** PLANS Melissa T Meireles

### Exceptions

Student ID: [Redacted] Name: [Redacted] Degree: Bachelor of Arts

[Advanced search](#)

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

<input type="checkbox"/>	Type	Description	Created on	Created by	Block	Enforced
<input checked="" type="checkbox"/>	Also Allow	<a href="#">MUS215 allowed here</a>	03/10/2022	Meireles, Melissa T	Music Industry (1014) w/ Music Technology (P118)	Yes

3. Select the **trash icon**.

<input checked="" type="checkbox"/>	Type	Description	Created on	Created by	Block	Enforced
<input checked="" type="checkbox"/>	Also Allow	<a href="#">MUS215 allowed here</a>	03/10/2022	Meireles, Melissa T	Music Industry (1014) w/ Music Technology (P118)	Yes

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

+	✓ Computer Technology and Music I	MUS 40122	
+	✓ Music Theory I	INTR 99070 (T)	
Exception by: Meireles, Melissa T		On: 03/10/2022	Also Allow: <a href="#">MUS215 allowed here</a>
+	✓ History of Popular Music (Satisfies Artistic Literacy)	MUS 40201	