

# HOW TO ENTER AND REMOVE AN EXCEPTION

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## REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	Final
2	10.21.24	Nelson	5.1.3 version updates

## 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

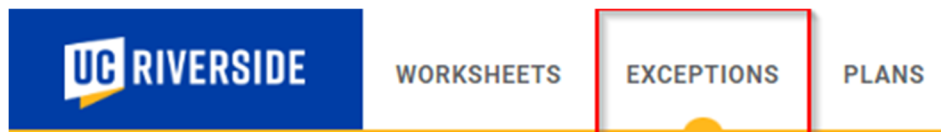
The degree audit is located within Degree Works. There are no forms in Degree Works.

## PROCEDURES

### EXCEPTIONS FUNCTION OVERVIEW

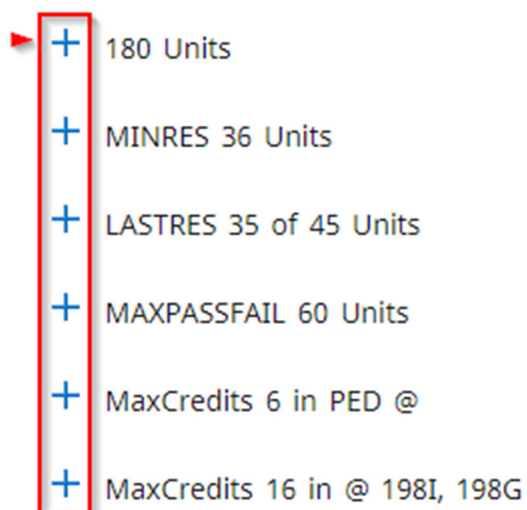
#### STEPS

1. Select the student for whom an exception is to be entered. Click the **Exceptions** tab.



2. Scroll to the section where the exception is to be entered. Click on the plus icon in that section to open the exception landing page.

#### Block Qualifiers



3. Select the exception type.

### Add Exception

Exception for: 180 Units

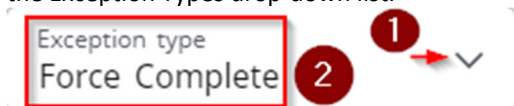
- a. Force Complete
- b. Substitute
- c. Also Allow
- d. Apply Here
- e. Remove Course and/or Change the Limit

4. 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.
5. Exceptions will apply most often to one degree objective. Please read the Unenforced Exceptions section of this document for further details.

## FORCE COMPLETE EXCEPTION

### STEPS

1. The "Force Complete" exception waives a requirement.
2. Select the course rule or qualifier by clicking the plus icon (which acts like a radio button) then select **Force Complete** from the Exception Types drop-down list.



3. Enter a description in the provided field with any necessary details in the "Details" section. Click "Add Exception" to process the exception.

### Add Exception ✕

Exception for: 180 Units

Exception type  
Force Complete ▼

Description \*

Details

CANCEL
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 must remove the exception and reapply it.
4. A pop-up window will appear indicating the exception was successfully saved to the database.



- Once the exception is processed, scroll to the bottom of the page and locate the exceptions block to check if the exception was enforced.

Exceptions						
<input type="checkbox"/>	Type	Description	Date	Entered By	Block	Enforced
<input type="checkbox"/>	Force Complete	Testing	10/14/2024	[Redacted]	Degree in Bachelor of Science	Yes

## SUBSTITUTE EXCEPTION

### STEPS

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



- The fields specific to the exception type selected appear.

## Add Exception



Exception for: American History and Institutions

Exception type  
Substitute

Change	Subject *	HIST	Number *	017A		
	Subject *	HIST	Number *	015		
With	Qualifier	DW Grade...	Operator	equal to	Value	C

Description \*

Testing

Details

Showing an example of good practices

CANCEL

ADD EXCEPTION

- a. Advisors must know the class being substituted, along with any necessary qualifier information, to enter a specific exception. 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).
3. Enter the course details in the “Change” section (Subject and Number), and then input the new course information in the “To” section (Subject and Number) then click **Add Exception**.
4. 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, Apply Here, and Also Allow* exception types.
5. The values listed next to **With** in the drop-down list are values made available by the Degree Works application.
6. 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.
7. 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.

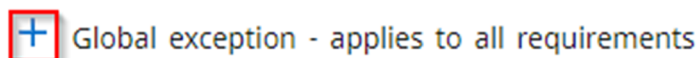
DW Age	
DW Grade Letter	
DW Grade Number	
DW Grade Type	
DW Location	
DW Pass-Fail	equal to
DW Passed	greater than
DW Resident	greater than or equal to
DW School	less than
DW Section	less than or equal to
DW Term	
DW Title	not equal to

8. In the example above the **DW Grade Letter** qualifier was used to specify which instance of *HIST 015* to accept.
  - a. To determine the correct format to use for each qualifier value, refer to the *Student Data Report* under the *Worksheets* tab. The class details in the *Student Data Report* will show grade type, section, term, etc.

## 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** plus icon. Enter the required information then click **Add Exception**.



3. The exception will be applied wherever the **Replace** course existed.
4. The exception Block will indicate it is a global exception and the Enforced status of 'Yes' or "No" will confirm the exception is being applied correctly.

#### Exceptions

<input type="checkbox"/>	Type	Description	Date	Entered By	Block	Enforced
<input type="checkbox"/>	Substitute	Testing - global exception	10/16/2024	Spencer, William	Global exception	No

## 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.



3. Enter the **course subject and number** in the appropriate fields then click **Add Exception**. HISA 162 is used as an example.

## Add Exception



Exception for: Biological Anthropology

Exception type  
Also Allow

Allow Subject \*  
HISA

Number \*  
162

With Qualifier Operator Value

Description \*  
Testing - Also Allow

Details  
Why is it allowed?

CANCEL ADD EXCEPTION

4. Note: **Descriptions and notes pertaining to the exception cannot be modified.** Changes to these require the user to remove the exception and reapply it.
5. 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.
6. When it's done processing scroll down to the section where the exception was applied to see it recorded.

+ ○ Biological Anthropology Still Needed: 1 Class in ANTH 002 or HISA 162

7. 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.

+ ○ One additional science course with a lab or **Still Needed:** 1 Class in **ADV\_APPR**

## APPLY HERE EXCEPTION

### STEPS

- a. This exception allows you to apply a course to a specific requirement, even if it isn't listed as an option. It bypasses any scribing rule, or block header qualifier.
  - b. This exception will apply the class where designated – no matter what! Use it with caution, as it overrides other requirements where the course may be needed.
  - c. The **Apply Here** exception cannot be used for courses that have not yet been taken.
2. Select **Apply Here** entry from the Exception Types drop-down list.

## Add Exception ×

Exception for: ETHNICITY

Exception type  
 Apply Here

Apply
 

Subject \*  
SOC

Number \*  
020

With
 

Qualifier

Operator

Value

Description \*  
 Testing - Apply Here

Details  
 What was the reason?

CANCEL
ADD EXCEPTION

3. Enter the course subject and number in the appropriate fields then click **Add Exception**.
4. Scroll to the relevant block to view the applied exception. You can also scroll to the exceptions block to confirm if it was enforced.

5. 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.
8. Note: **Descriptions and notes pertaining to the exception cannot be modified.** Changes to these require the user to remove the exception and reapply it.

## 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.
2. Select the **course rule or qualifier** containing the course to be removed by clicking the plus icon.
3. Enter the course subject and number to be removed then click **Add Exception**.

### Add Exception



Exception for: One Biological Science

Exception type  
 Remove Course and/... ▼

Remove

Change   ▼

Description \*  
 Testing - Remove course

Details  
 Why is it being removed?

CANCEL

ADD EXCEPTION


## 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.

Remove Course and/or Change the Limit

2. Select the **course rule or qualifier** containing the course to be removed by clicking the plus icon. In the example here, the unit limit is being increased from 16 to 20.

  Upper-division Black & Black Diasp Stds Courses **Still Needed:** 16 Units in ANTH 142@ or 144F or 144I or 144K or 144O

3. Enter the new limit in the **Change Limit to** field then click **Add Exception**.

### Add Exception ✕

Exception for: Upper-division Black & Black Diasp Stds Courses

Exception type  
Remove Course and/... ▼

Remove

Subject

Number

Change

Limit  
20

Units ▼

Description \*

Testing - Change Limit

Details

Why did the limit change?

CANCEL

ADD EXCEPTION

9. Scroll to the relevant block to view the applied exception. You can also scroll to the exceptions block to confirm if it was enforced.

## REMOVE AN EXCEPTION

### STEPS

1. From the exceptions tab an exception can be removed in two ways:
  - a. One is to select the trashcan icon next to the exception.

Exception By: [Redacted] On: 10/16/2024 Also Allow: Testing - Also Allow



- b. Another is to scroll to the bottom of the exceptions window and select the exception from the list.

#### Exceptions

<input checked="" type="checkbox"/>	Type	Description	Date	Entered By	Block	Enforced
<input checked="" type="checkbox"/>	Apply Here	<a href="#">Testing - Apply Here</a>	10/16/2024	<span style="background-color: #e0e0e0; padding: 2px;">[Redacted]</span>	Breadth for College of Humanities, Arts, & Soc Sci	Yes

2. Select the exception to ensure the box is checked and then click on the trashcan icon to remove exception.
3. 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, such as an invalid course, incorrect "WITH" qualifier, or wrong rule. Unenforced exceptions can also occur due to missing rules, deleted blocks, IF-statement issues, or changes in the student's major or catalog year. For example, a substitution with a D grade will be unenforced if a C- is required.
  - a. If a student changes their major, the unique block numbers may change, causing exceptions to be unenforced in the audit. In such cases, the exception must be reapplied to the new block during the audit process if necessary.
2. The exceptions enforcement status is displayed below the **Enforced** field.

#### Exceptions

<input type="checkbox"/>	Type	Description	Date	Entered By	Block	Enforced
<input type="checkbox"/>	Substitute	Testing - unenforced exception	10/17/2024	<span style="background-color: #e0e0e0; padding: 2px;">[Redacted]</span>	Global exception	No

## FINAL QUIZ

1. Force Complete allows a requirement to be waived.
  - a. TRUE
2. 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.
3. 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
4. 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
5. 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.
6. Exceptions will be enforced even if incorrect parameters are entered.
  - a. FALSE, the exception will not be enforced.
7. 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