

## Exceptions

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The Exceptions function allows those users having access to this function to modify the requirements for degree completion for a specific student. The Exceptions screen contains three primary parts.

- x The upper part of the screen contains a dropdown list of the types of exceptions available to the user. Here Degree Works allows you to process the following types of exceptions:
  - o Substitute–

1. To access the Exceptions function, click the Exceptions tab. This will open up the Exceptions screen shown below. The Exceptions tab may not be present on your screen depending upon your User Class level.



2. To add a new exception, select the exception type you wish to add by selecting it from the Exception Type drop-down list.

3. Click Load

4. On the middle screen complete fields related to the selected exception.



Fill in the information required for each exception type. Once the correct information has been entered, enter a description of the exception being added and click the Add Exception button to save the exception. If you do not enter a description, you will be prompted with a message that one will be entered for you describing the exception type you are using.

5. Click Add Exception.
6. The bottom part of the Exceptions screen shows an audit for the student showing all exceptions that have been entered and/ or applied to the student audit. Select the course rule or qualifier where you wish to add the exception by clicking the correct radio button.

## General Notes for Exceptions

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Exceptions are both student-specific and block-specific. In other words, an exception applies to a specific block used in a student degree audit. If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major. Unused exceptions