# How to Process an Exception in DegreeTrack

Go to InsideTrack

Click Student Advisor Self-Service

Search for Advisee

Under Student Profile

Click DegreeTrack

#### Click Exceptions

🐯 DegreeTrack	WORKSHEETS EXCEPTIONS	PLANS ADMIN				n) =
Workshe	ets 024 1:05 AM 2				ê	:
Student ID		X		Degree Master of Science	~	
Advanced search	College Katz Schl of Science &	Health Classification Second Year	r Graduate <b>Major</b> Digital I	Marketing & Media Camp	us Beren	
Academic	Vhat-If Financial Aid A	thletic Eligibility		View histori 02/22/20	c audit 24 at 1:20 AM GR/MS	~
Format Student View	~ ~	🖌 In-progress classes 🔽 Preregis	tered classes PROCESS			
Audit date 02/22/2024 Diagnostics Studer	1:20 AM t data Save audit Delete audit				Collapse all	~

On the **Exceptions** screen, select the <u>requirement</u> to which you are applying the exception.

Then, click on the + Sign.

The Add Exception card will open. Select either Force Complete or Substitute

- Force complete waivers the course or requirement when there is no substitution available.
  \*\*Forces the credit to be fulfilled also so be careful when using
- Substitute changes the required course to the course the student has or will have.

Add Exception	×
Exception for: Entrepreneurship & Mgmt Change	
Also Allow	
Apply Here	
Force Complete	
Remove Course and/or Change the Limit	
Substitute	
	CANCEL ADD EXCEPTION

Exceptions are specific to the requirement selected. If you waive a course in one requirement IT WILL NOT AUTOMATICALLY WAIVE IT IN OTHER REQUIREMENTS. You would need to complete an additional Force Complete for that requirement.

Updated 02/23/24

# **Processing a Substitution**

### Select Substitute

Enter the **REQUIRED COURSE** 

Enter the course the student took or will take to satisfy the requirement

• Example – Student took a course not on a list of approved electives.

Add **Description** and **Details**. (Students can see these comments.)

### Click ADD Exception

Add Exception ×	Add Exception	×
Exception for: Entrepreneurship & Mgmt Change		
Exception type Substitute	Exception for: Global exception - applies to all requirements	
Change Subject * Number *	Exception type 🗸	
To Subject * Number *	Description *	
With Qualifier V Operator Value		
Description *	Details	
Details		
	CANCEL	EXCEPTION
CANCEL ADD EXCEPTION		

How a processed, **Substitute** will look on the Academic Worksheet:

+	0	Entrepreneurship & Mgmt Change	Still needed: 1 Class in MAN 7771					
			Exception by:	Spiegel Goldberg, Jennifer	<b>On:</b> 02/29/2024	Substitute:	Took MAN 7771 in place of MAN 7770	Ē

Click the Trash Can icon to delete the Exception

## Go to next page for **Processing a Force Complete**

# Processing a Force Complete (waiver)

Caution: Force Complete forces the credit to be fulfilled.

- Waiver of a course or requirement to be met when there is no substitution available.
  - Forces the credit to be fulfilled
- May need to be used in combination with **REMOVE COURSE AND/OR CHANGE LIMIT** to modify credits.
  - Example A course is no longer offered, so it is waived.
    - Example Praxis exam completion

Select Force Complete and add DESCRIPTION

Add **Description** and **Details**. (Students can see these comments.)

For example: Satisfied by Challenge Exam



cception for: Entrepreneurship & Mgmt Change		
Exception type Force Complete		
Description *		
Details		

How a processed, Force Compete will look on the Academic Worksheet:

+	$\oslash$	Entrepreneurship & Mgmt Change	Exception by:	Spiegel Goldberg, Jennifer	<b>On:</b> 02/29/2024	Force Complete:	Waiver by Exam	创

Click the Trash Can icon to delete the Exception

## Go to next page for **Removing an Exception**

# **Removing an Exception**

Go to the Exceptions tab, scroll to the bottom of the screen to

Find the **Exception** you made.

Click the Trash Can icon to delete the Exception



Look for Exception Removed



Return to the Worksheet

Note the Exception is gone

# Go to next page for full list of Exception types

(not all are in current use as of 02/28/24)

# **Overview of Exception Types**

### FORCE COMPLETE (WAIVER)

- Waiver of a course or requirement to be met when there is no substitution available. Forces the credit to be fulfilled also!!
- May need to be used in combination with **REMOVE COURSE AND/OR CHANGE LIMIT** in order to modify credits.
  - Example A course is no longer offered, so it is waived.
  - Example Praxis exam completion

### SUBSTITUTE

- Change the required course to one the student took or will take
  - One for one replacement

### APPLY HERE (FUTURE or INTERNAL REGISTRAR USE ONLY FOR GO LIVE)

- Apply a student's class to any rule
- Since we will not be using 'dummy' courses in DegreeTrack, the Apply Here function can be used when a credit adjustment/petition asks to use a course in an area, rather than specifying a one-to-one substitution.
  - Example 'use a non-Marketing major elective course as a Marketing major elective'.
- Can also be used when you need to move a course from one place in an audit to another in order to use the course to apply to a specific rule.
  - Example If there is a Biology course that can fit in 3 different elective categories of the BIOL major. Use Apply Here to move it from one category to another.
- WILL lock the course to the requirement. DegreeTrack's "best fit" process will NOT move the course to another requirement.
- Can be applied before or after the alternate course is taken.

Adds another possible course to be taken to fulfill requirement.