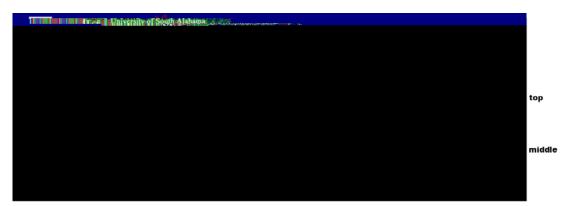
Exceptions

The Exceptions function allows those users having access to this function to modify the requirem dety der completion for a specific studen the Exceptions screen contains three primary parts.

- x The upper part of the screen contains a dredown list of thetypes of exceptions available to the user. HereDegree Works allows you to process the following types of exceptions:
 - o Substitute-

Working with Exceptions

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
- 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 Excepion.
- 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

Exceptions are both studenspecific and blockspecific. In other words, an exception applies to a specific wised in a student degree audit. If an exception is processed in a major block for a student astudent then changes his/her major, the previous exception with longer apply to the student's newajor. Unused exceptions will appear at the bottom of the audit report in the Audit Errors section.

Exceptions cannot be sed with Whatlf audits. Exceptions will only appear in the exception screen an adudit reports configured to show Exceptions. By default, the Registrar's Audit report is configured to show exceptions. The text description entered with the exception will appear next to the exception on a diddit report along with a