How to Process an Exception in DegreeTrack

Go to **InsideTrack**
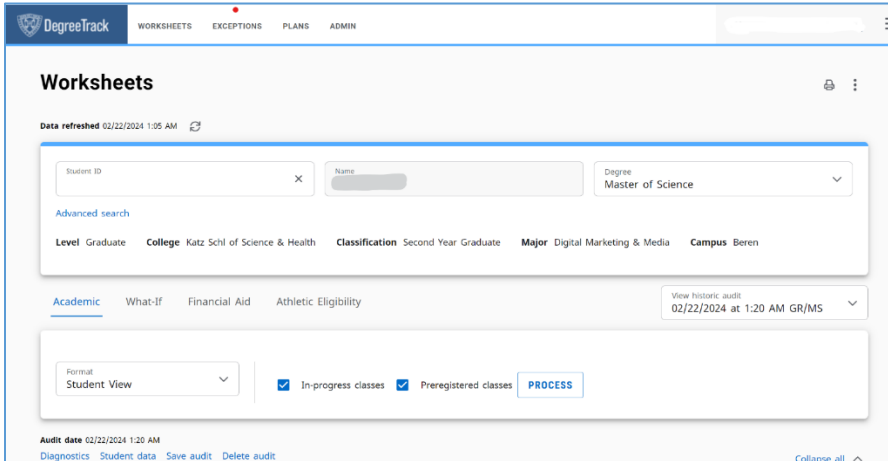
Click **Student Advisor Self-Service**

Search for Advisee

Under **Student Profile**

Click **DegreeTrack**
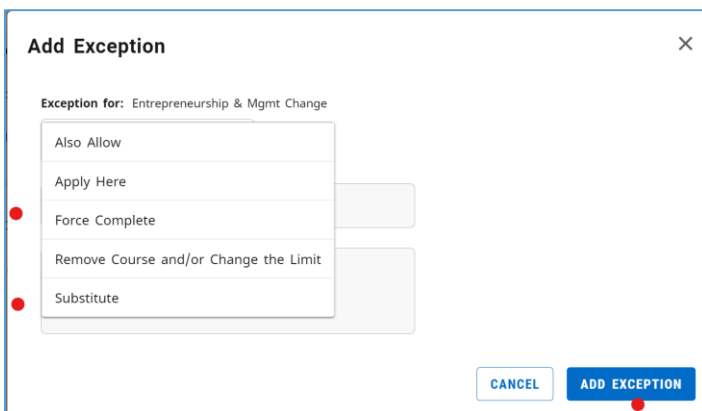
Click **Exceptions**

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. ****<mark>Forces the credit to be fulfilled also so be careful</mark>** when using
- Substitute changes the <mark>required course</mark> to the course the student has or will have.

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

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

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

Click **ADD Exception**

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

Click the **Trash Can** icon to delete the Exception

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

Processing a Force Complete (waiver)

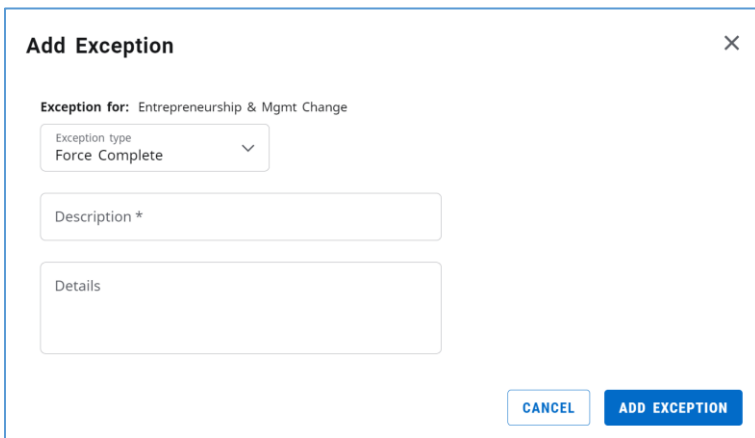Caution: **Force Complete** forces the credit to be fulfilled.

- 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**

Click ADD Exception

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

Click the **Trash Can** icon to delete the Exception

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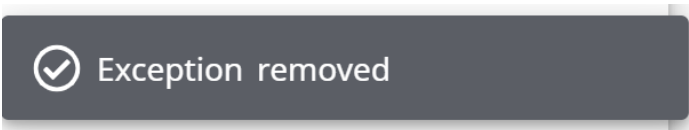
Removing an Exception

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

+ ○ Entrepreneurship & Mgmt Change	**Still needed:**	**1** Class in **MAN** 7771			
	Exception by: Spiegel Goldberg, Jennifer	**On:** 02/29/2024	**Substitute:**	Approved to take alternate elective	🗑🔴

Look for **Exception Removed**

✓ 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 <mark>(FUTURE or INTERNAL REGISTRAR USE ONLY FOR GO LIVE)</mark>

- 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.