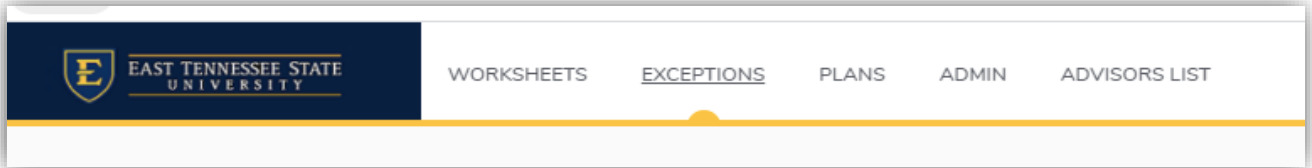# Course Substitution in the Responsive Dashboard

Exceptions in Degree Works

Exceptions allow for a diversion from the standard curriculum requirement and the substitution of other coursework.

With the new responsive dashboard Exceptions have their own tab at the top of the page Exceptions are enter slightly different than before, they are no longer located at the top of the page. These are now located by each rule using the '+' icon. The plus sign is used to enter all exceptions.

Once you click the '+' icon a window opens for you to select and enter the exception.

Degree Works allows you to process the following types of exceptions:

Force Complete   This exception completes a course rule, subset rule, block qualifier or rule qualifier without applying additional classes. It is the most powerful exception type available

Substitute   This exception allows you to substitute one course for another

Also Allow   This exception appends a course to a course list on a rule

Apply Here   This exception allows the user to apply a specific course to a rule regardless of the Scribe text or the auditor best- fit algorithm. The auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception.

Remove Course/ Change the Limit
This exception allows you to remove a class from a course rule or qualifier or to change the number of classes or credits required on a rule or qualifier.

Some exception types require more information than others. The bottom half of the screen shows an audit report for the student. The audit shows where each course has been applied and what remaining requirements are left outstanding. The radio buttons are used for selecting the rule on which to add the selected exception.

To add a new exception, select the exception type from the Exception Type drop-down list.

Add Exception

Exception for: Child Psychological Science

| Also Allow |
| Apply Here |
| Force Complete |
| Remove Course and/or Change the Limit |
| Substitute |

Enter the values in the fields and then click 'add exception"

Add Exception

Exception for: Child Psychological Science

Exception type
Also Allow ⌄

Allow
Subject * PSYC
Number * 2000

With
Qualifier ⌄
Operator ⌄
Value

Description *
per College of A & S

Details
Student is allowed to used this course

Cancel   Add exception

In the description field, the department or title of the person approving the exception should be listed. The detail field does not show on the audit so you can leave blank.

The applied exceptions will show up on the audit. Keep in mind that you are still in the **EXCEPTIONS** view. To return to the academic audit click on the '**WORKSHEETS**' tab

Academic audit view of the exception

The exceptions block at the bottom of the page now allows you to click on the decription of the exception and this will navigate to the block the exception is located.

Substitution

Used when replacing one class with another or a rule uses "and" in the listing

Results with each exception type

Standard format for Description:

> per (*Title of Position*) or (*Title of College/Department*)

e.g.   1. per Associate Dean of Arts and Sciences

2. per Accounting Chair

3. per College of Education

When to use each function

For simple straight forward substitutions ALSO ALLOW is the easier type to use
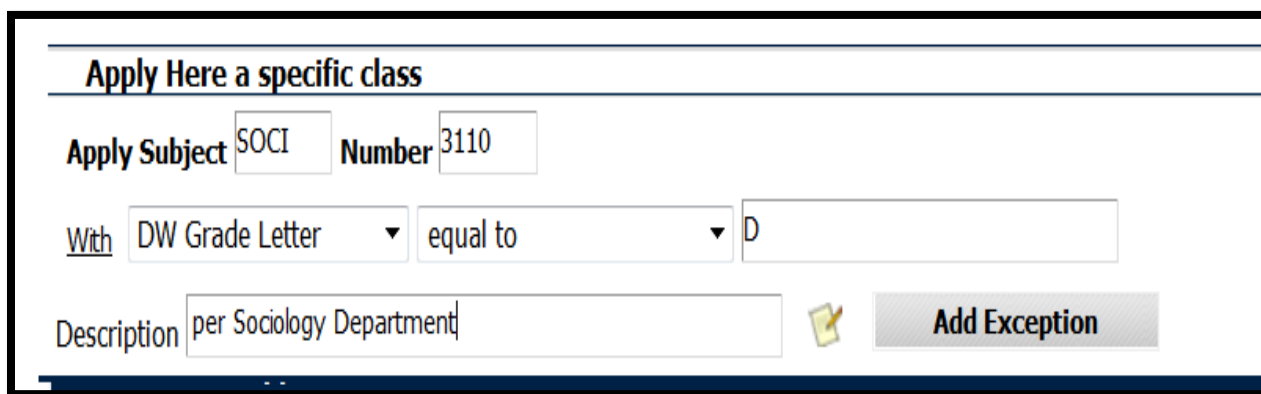
Example :-

Student X is authorized to substitute ENGL 2172 for ENGL 2030 and HIST 2172 for HIST 1120 for the purpose of fulfilling general education requirements.

APPLY HERE

If a department is approving the use of lower grade for a class that has a minimum grade requirement, then Apply Here is the only exception type that will work.

> Eg. SOCI 3110 is approved to be used with a grade of D or higher.

Force Complete

Can be used when a course is waived or the student has pre banner hours.

Substituting two classes for one course

Most courses are scribed as 1 class in xyz so the first step is to change this limit

1. Select the **Remove Course/ Change the limit** option and add the number of credits the class is (3 or 4) or select 2 classes in the option box.
2. You can then use also allow to enter the two classes to be substituted
   Now becomes 3 Credits in PSYC– This allows you to apply a 1 credit and 2 credit class on the same rule.

PSYC 3060 is scribed as 1 class in PSYC 3060. I have used **Remove course/ Change the limit** function to update this to be '3 credits in PSYC 3060'. Keep in mind the only sections that needs to be filled in are **'change'** section and **'description'**

Also can be used to change the credit limit for a block, mostly used in Gen Ed.

Remove Course and/or Change the Limit

Remove Subject [   ] Number [   ]

Change Limit to [35] Credits ▾

Description [   ] 📝 [Add Exception]

General Education Requirements (Major Specific)

| Unmet conditions for this set of requirements: | 41:42 credits required for General Education Core. You currently have 35, you still need 6 more credits. |

Block Qualifiers:
- ○ NONEXCLUSIVE (MAJOR)
- ○ NONEXCLUSIVE (MINOR)
- ○ NONEXCLUSIVE (CONC)
- ○ NONEXCLUSIVE (OTHER)
- ◉ 41:42 Credits
- ○ MINGRADE 1.0

○ Critical Reading and Expository Writing   ✅ ENGL 1007

○ Critical Thinking and Argumentation   ⬛ ENGL 1008 (IP)

                                               SPCH 1300

Adding a Substitution from a list of 1001 courses

Free Elective

Credits applied: 24   Classes applied: 9

Course	Title	Grade	Credits	Term
COBH 1001	Fr Health Educ Elective	TA	2	Fall 2016
	Satisfied by: HLT145 - ETHIC HLTH CARE PR - Mountain Empire Cmty College			
COBH 1001	Fr Health Educ Elective	TA	2	Fall 2016
	Satisfied by: HLT130 - NUTRIT/DIET THERAP - Mountain Empire Cmty College			
COBH 2030	First Aid/CPR	TA	3	Fall 2016
	Satisfied by: HLT100 - FIRST AID/CPR - Mountain Empire Cmty College			
GEEL 2002	General Elective	TB	3	Fall 2017
	Satisfied by: EDUC1030 - College & Lifelong Learning - Northeast State Tech Cmty Coll			

Add Exception

Exception for: Student in University

Exception type
Apply Here ⌄

Apply | Subject * COBH | Number * 1001

With | Qualifier ⌄ | Operator ⌄ | Value

Description *
per ENTC dept

Details

Cancel | **Add exception**

If you enter COBH 1001 and click add exceptions, all the COBH 1001 will pop in that selection area.

+ ⊘ Student in University   COBH 1001 (T), COBH 1001 (T)

Exception by: Roach, Evelyn N   **On:** 02/15/2021   **Apply Here:**   per ENTC dept   🗑

The correct way is to use the **'with qualifier'** section of the exception window to specify which class to add.

Add Exception ✕

Exception for: Student in University

Exception type
Also Allow ⌄

Allow

Subject *
COBH

Number *
1001

With

Qualifier
DW Transf... ⌄

Operator
equal to ⌄

Value
HLT145

Description *
per ENTC depart

Details

Cancel   Add exception

List of Qualifiers

DW Age

DW Credit Type

DW Credits

DW Grade Letter

DW Grade Number

DW Grade Type

DW Location

DW Pass-Fail

DW Passed

DW Resident

DW School

DW Section

DW Term

DW Title

DW Transfer

DW Transfer Course

DW Transfer School

Banner attributes

Add Exception

Exception for: Tech Practicum or Internship/Cooperative Edu

Exception type
Also Allow ⌄

Allow | Subject * | Number *

With | Qualifier ⌄ | equal to | V

Description *

Details

| equal to |
| greater than |
| greater than or equal to |
| less than |
| less than or equal to |
| not equal to |

Note: DW Transfer and DW Transfer Course

DW Transfer is used to determine if a non- residency course can meet a requirement and is normally written as DW Transfer = 'Y'

DW Transfer Course is used to enter transfer courses from another school using the specific transfer rubric. i.e BIOL1081

BIOL 1001	Fr Biological Sci Elect		TP	0	Fall 2018
	Satisfied by:	BIOL1081 - Concepts of Biology Lab - Walters State Cmty College			
BIOL 1310	Concepts in Biology		TA	4	Fall 2018

Also Allow a class to meet a requirement

Allow Subject ADVR   **Number** 1001

With   DW Transfer Course ▼   equal to   ▼   ADVRIV

Description per Communication Department   🖉   **Add Exception**

ADVR 1001 (T)   Fr Advertising Elective
  Satisfied by: ADVRI - COMPUTER IMAGE PROCESSING BASI - North China Univ of Tech
ADVR 1001 (T)   Fr Advertising Elective
  Satisfied by: ADVRIV - INTRO TO ADVERTISING - North China Univ of Tech
ADVR 1001 (T)   Fr Advertising Elective
  Satisfied by: ADVRVI - POWERPOINT PRESENTATION - North China Univ of Tech
ADVR 1001 (T)   Fr Advertising Elective
  Satisfied by: ARTAV - ADVERTISING PHOTOGRAPHY - North China Univ of Tech
ADVR 1001 (T)   Fr Advertising Elective
  Satisfied by: ADVRII - HISTORY OF CHINESE/FOREIGN ADV - North China Univ of Tech
ADVR 2002 (T)   So Advertising Elective