



WAYNE STATE UNIVERSITY

Degree Works Exceptions

Degree Works gives advisors and others in your department access to make exceptions to students' degree audits.

Please be aware that this **does not** change any policy or procedure that is already in place, you would still need to get the appropriate approval for changes. It only allows you to make the changes yourself rather than contacting degreeaudit@wayne.edu.

All notes need to continue to be made in **STARS**.

All exceptions will be monitored by the Office of the Registrar to ensure curricular integrity and accuracy and to note any patterns of making exceptions. When patterns are found the Degree Audit office will contact the department to see if an adjustment needs to be made to the program template.

Exceptions will remain for a student with terms of absence but will disappear if the student changes his/her program.

OBJECTIVES:

- To learn about the 5 Exception types
- To learn the procedures for using Exceptions in Degree Works
- To learn how to remove Exceptions

EXCEPTION TYPES GLOSSARY:

FORCE COMPLETE – What we currently refer to as a Waiver. The student no longer needs to do anything to complete this requirement.

SUBSTITUTE – When a previously (or in progress) course that is not specifically on the student's audit is being used to complete a requirement. Used as a 1 for 1 substitution.

ALSO ALLOW – When you want to add in another possible option of a course outside of range. For example, if the requirement is 10 credits in BIO 2000:6999, and you want to allow BIO 1XXX to count within this requirement.

APPLY HERE – Moves a course from one area to another. This will remove a course from another block, regardless of where the course may be a better fit.

REMOVE COURSE and/or CHANGE THE LIMIT – We currently refer to this as the Change the Limit exception. This is useful when you need to change the number of credit hours used in a



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specific area. For example, students that are allowed 82 credits from a community college applied toward their degree requirements instead of the usual 64 community college credits.

PERFORMING EXCEPTIONS:

1. To perform an exception for a student you will need to click on the “Exceptions” tab located at the top of the audit.

WAYNE STATE UNIVERSITY WORKSHEETS EXCEPTIONS PLANS LINKS

Worksheets

Student ID [redacted] Name [redacted] Degree Bachelor of Science in Criminal Justice

Advanced search

Level Undergraduate Classification Sophomore Major Criminal Justice Minor Law Program BS in Criminal Justice College Liberal Arts & Science

AccessID [redacted] Advisor [redacted]

2. The “exception” view of the degree audit will open. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.

<input type="radio"/> 16 Credits of Wayne State University Criminal Justice Core Residency Requirement.	Still needed:	Minimum 16 credits must be earned at WSU to meet the Criminal Justice Core courses residency requirement. You have 7 credits, you still need 9 credits at Wayne State.
<input type="radio"/> 4 Credits of Wayne State University Criminal Justice Electives Residency Requirement.	Still needed:	Minimum 4 credits must be earned at WSU to meet the Criminal Justice Elective courses residency requirement. You have 0 credits, you still need 4 credits at Wayne State.
<input checked="" type="radio"/> Introduction to Criminal Justice	CRJ 1010	
<input type="radio"/> Police and Society	Still needed:	1 Class in CRJ 3200
<input type="radio"/> Corrections	Still needed:	1 Class in CRJ 3350
<input type="radio"/> Research Methods in Criminal Justice	Still needed:	1 Class in CRJ 3550
<input checked="" type="radio"/> Criminological Theories	CRJ 3800 (IP)	
<input type="radio"/> Constitutional Criminal Procedure	Still needed:	1 Class in CRJ 4740
<input type="radio"/> The Judicial Process or Juvenile Delinquency & Justice	Still needed:	1 Class in CRJ 3700 or 3400
<input type="radio"/> Twelve Credits in Electives	Still needed:	12 Credits in CRJ 2204 or 2550 or 2650 or 2750 or 3050 or 3110 or 3120 or 3260 or 3400 or 3700 or 3710 or 3900 or 4050 or 4220 or 4310 or 4700 or 4705 or 4970 or 4990 or 4998 or 5500 or 5810 or 5994 or 5995 or 5996 or 5997 or SOC 2204 or 5810 or GSW 2650 or 2750 or PH 3050 or PS 3120 or 5890 or PCS 5000 or PSY 5710 or PS 5890

3. This will open an Add Exception box. In the “Exception type” box, select the type of exception you wish to enter. Once you do this, the information fields for the respective exception type will open. See the Exceptions Type section below for additional information on the various types of exceptions available and instruction on how to



complete them.

4. FORCE COMPLETE: The Waiver

- a. Leave the description blank – it will be system generated

- b. Click on **Add Exception** button



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Exceptions will be visible in two locations. One of them is immediately below the requirement to which the exception was applied. The other is the Exceptions section located towards the end of the degree audit.

+ Police and Society **Exception by:** [Redacted] **Force Complete:** Force complete this requirement.

Exceptions

<input type="checkbox"/>	Type	Description	Created on	Created by	Block	Enforced
<input type="checkbox"/>	Force Complete	Force complete this requirement.	[Redacted]		Major in Criminal Justice	Yes

5. **SUBSTITUTE: Allow previously completed or in progress course.**

- Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.
- Enter **Subject** and **Number** of the course that you **want to replace**, then
- Enter **Subject** and **Number** of the **substituted course**
- Do not use the fields in the "With" line

Add Exception

Exception for: Corrections

Exception type
Substitute

Change

Subject * CRJ Number * 3350

To

Subject * CRJ Number * 2550

With

Qualifier Operator Value

Description *

Make sure to put a description on why

Details



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e. Add description

- i. The "Description" field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use "Details" box for this. It is optional. Here you can type additional text up to 220 characters. When finished, Click **OK**. This message will not be viewable to those who only have a "Student" user role but will be viewable to any user with any other role. It will be viewable as a pop-up hint over the exception description.

f. Click on **Add Exception** button

+ Corrections CRJ 2550

Exception by: Substitute: Make sure to put a description on why

6. **ALSO ALLOW:** Allow for individual course to be used when out of range of requirement.

- a. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.
- b. Enter the **Subject** and **Number** of the course you want to allow
- c. Do not use the "With" line

Add Exception ×

Exception for: Select One Course-Appendix A

Exception type
 Also Allow ▼

Allow
 Subject * Number *

With
 Qualifier ▼ Operator ▼ Value

Description *

Details

d. Add description

- i. The "Description" field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use "Details" box for this. It is optional. Here you can type additional text up to 220 characters. When finished, Click **OK**. This message will not be viewable to those who only have a "Student" user role but



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will be viewable to any user with any other role. It will be viewable as a pop-up hint over the exception description.

e. Click on **Add Exception** button

7. CHANGE THE LIMIT: Increasing the number of credit hours allowed for a degree.

a. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.

b. Enter the number of credit hours allowed and Click 'Add Exception'

8. REMOVING EXCEPTIONS

a. Scroll down to the Exceptions area of the worksheet

b. Click on the radio button(s) of the Exception you want to remove

Exceptions

<input checked="" type="checkbox"/>	Type	Description	Created on	Created by	Block	Remove selected except
<input checked="" type="checkbox"/>	Remove Course and/or Change the Limit	Remove CRJ 3550			Major in Criminal Justice	Yes
<input checked="" type="checkbox"/>	Substitute	Make sure to put a description on why			Major in Criminal Justice	Yes
<input checked="" type="checkbox"/>	Remove Course and/or Change the Limit	Remove			Bachelor of Science in Criminal Justice	Yes



c. Click on the trash can icon in the upper right corner of the screen

d. The removal will be immediate without a warning box. A gray box will pop open in the upper right portion of the screen indicating that the exception was removed.