



# Prairie View A&M University's **Degree Works Reference Guide**



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## 1. Degree Works Basics

### Overview

Degree Works is a web-based tool engineered to help students and advisors monitor students' progress toward degree completion. Degree Works combines EOU's degree requirements and individual student's completed coursework into an easy-to-read worksheet. The worksheet helps both students and advisors see which completed and in-progress courses count toward degree requirements. Additionally, the worksheet displays outstanding course requirements.

All currently-enrolled undergraduate and graduate students who attended EOU after Fall 2006 **and** who are using the 2006-2007 or a later catalog to fulfill their degree requirements can use Degree Works to check their progress toward degree completion.

Through Degree Works, students and advisors will be able to:

- View the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Calculate a GPA based on their performance for the term
- Calculate the grade combination(s) needed to achieve a goal GPA
- Plan for registration in future quarters
- Create What-If audits to process speculative degree audits based on current class history
- Estimate how many quarters it will take to graduate
- And more...!

**Important Note:** Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. Degree Works is neither an official academic transcript nor an official notification of completion of degree requirements.



## Application Features

<i>Degree Checklists - available formats listed below</i>	
Student Degree Audit (default)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registrar Report	Used primarily by the Registrar's Office. This format contains the same information as the Student View with additional detail from Scribe, Degree Works' coding tool. However, this report may be helpful to advisors because it presents some scribe detail for each block, and may present hidden block attributes such as hidden course rules and minimum or maximum course or GPA requirements.
Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View.
What-If	Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major.
Look Ahead	Allows the display of an audit which includes courses which are still to be taken.
Class History Link	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.
<i>Notes</i>	
Add/View Notes	Use the add function to enter any notes about the student's audit. Use optional Pre-Defined Notes dropdown to begin note, then Save. This will be utilized during advising sessions.



## Getting Started

### *Login and Initial Student Search:*

Note: Degree Works is best viewed in GoogleChrome or Firefox/Mozilla

- a. Log in to **PVPlace**

- b. Click on the Degree Works link,
  - a. Sign in using your single sign on credentials (Same as PVPlace)
  - b. Select a term (term display is ok), click **submit**.
  - c. Enter a student ID or search, click **submit**.
  - d. Student Name will display and click submit.
- c. After a couple of seconds, a new web page will open. If your student exists within Degree Works, the student information will automatically display.



## *Navigation*

### Navigation Toolbar

Once successfully logged, on the top of every page is a navigation toolbar. Below is a description of each of the links:

Back to PVPlace	Links to Self Service
FAQ & Help	Links to the Degree Works home page
Log Out	Logs user out of Degree Works



### Student Summary Toolbar

Below the Navigation Toolbar is another toolbar providing basic information regarding the student you have selected to review. The chart below outlines what information is included within the Student Summary Toolbar (note that the “Find” students functionality will be covered in a later section):

The screenshot shows a toolbar with the following elements from left to right: a 'Find' button with a magnifying glass icon, a 'Student ID' text input field, a 'Name' text input field with a dropdown arrow, a 'Degree' dropdown menu, a 'Major' text input field, a 'Level' text input field, a 'Classification' text input field, a 'Last Audit' text input field, and a 'Last Refresh' text input field. A circular refresh icon is located at the far right of the toolbar.

Find	Unless student Banner ID is known, the find button will be used to search for students
Student ID	Here the user can enter a student's Banner ID and bring up their audit
Name	Student name will display here
Degree	Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree's
Major	Current student's major will be displayed here
Last Audit	Displays the last date an audit was performed for the current student within Degree Works
Last Refresh	Displays the last date and time the audit was refreshed from Banner system



## *Understanding Degree Audits*

### Student Header

The first section of the audit, the Student Header, contains key elements of your student record such as Degree, Major, Classification, Academic Standing, GPA, etc.

### Disclaimer

This section outlines important disclaimer information regarding the new Degree Audit system.

### Legend

The legend contains all of the unique symbols that are important for interpreting the Degree Works audit.

**Complete** – This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted dark gray and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

**Not Complete** - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in light gray and will also indicate the course(s) that will be required to complete the requirement.

**In-Progress** – This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The row will be highlighted dark gray and the grade section for the course will display (IP).

**Degree Works Wildcard (@)** - The “@” symbol in Degree Works works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (CHEM @) this means any course number for that prefix can be used to fulfill the requirement. In this example the requirements could be fulfilled by CHEM 342, or by any 100 to 499 level CHEM course.

### Blocks

Each section in a Degree Works audit is called a “Block”. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied, classes applied, and GPA for that block. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

**Degree Requirements** – This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the “Complete” symbol until all other blocks have been completed. Within this block you will also find “Unmet Conditions” which are requirements that must be met in order to graduate (residency requirement, total credits needed, etc.). The top-right corner of this block displays the total credits required to graduate, total credits you have applied towards graduation, current GPA, and Academic Year (Catalog Year).





**University Core Requirements** – In this block you will find all the university core categories and classes that are required for your degree. For example, if your degree requires a minimum GPA for a set of requirements within this block, it will be displayed at the top under “Unmet Conditions” until the GPA has been met. The top-right corner of this block will display your GPA for this block and Academic Year (Catalog Year).

**Upper Division Requirements** – Bachelor’s degrees require 60 upper division credits, of which 30 must be from PVAMU. This block will house a maximum of 30 upper division transfer courses and all of the PVAMU upper division courses you have completed and let you know how many additional credits are needed.

**Major Requirements** – This block will house all of the major requirements for your degree. If you have a concentration, this block will display the specific courses for that concentration. Displayed in the top-right corner will be your Academic Year (Catalog Year) and GPA for all major required courses.

**Minor Requirements** – If the student has declared a minor, this block will house all of the minor requirements. Displayed in the top-right corner will be your Academic Year (Catalog Year) and GPA for all minor required courses.

**Elective Courses** – This block will display all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

**Insufficient** – This block will display all the courses that do not meet the minimum required grade for the major. It will also include courses with a “W” or an “I.”

**In-Progress** – Within this block will be a list of all the courses that you are currently taking and also the courses you are pre-registered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

**Non-Degree Applicable** – Within this block will be all of the courses that are not counted towards your degree.

Note: Courses that appear in the Insufficient and Non-Degree Applicable sections will not count towards your degree but may still count in your GPA.

**Exceptions** – Any exceptions (substitutions) that have been made. This will include information about the exception, the date, and who entered it in to Degree Works.

**Notes** – Any advising notes, registrar’s office comments or information, and/or dean’s comments or notes will be listed at the bottom of the audit. These are also available to view under the “Notes” tab.



### *Searching for Additional Students*

Typically, you will first search for the student via Banner Self Service and the information for that student will display within Degree Works. However, once you have navigated into Degree Works, as an advisor you do have the ability to perform degree audits on additional students rather than navigating back into SSB and searching for another student there. To search for students within Degree Works:

#### Find Student(s)

1. Click **Find**, which will take you to the **Find Students** search page.



- a. An image of the **Find Students** search page is provided below:

A screenshot of a web browser window showing the "Find Students" search page. The browser's address bar shows "mydegreeworktest.pvamu.edu/IRISLink.cgi". The page has a purple header with the "Find Students" title. Below the header, there are several search criteria fields: "Student ID", "First Name", "Last Name", "Degree" (with a dropdown menu), "Academic Year" (with a dropdown menu), "Major" (with a dropdown menu), "Minor" (with a dropdown menu), "Concentration" (with a dropdown menu), and "Date of Birth (e.g. 01-JAN-95)". There are "Search" and "Clear" buttons. Below these fields, there is a section titled "Chosen Repeatable Search Criteria" with a text area and a "Remove" button. At the bottom of the page, there is a purple bar with the text "Student Search: Enter your criteria and click 'Search' to find students." Below this, there is a table with columns "Student ID", "Name", "Degree", and "Major". At the very bottom, there are "OK", "Cancel", "Check All", and "Uncheck All" buttons.



## 2. Single Student Search

To select a single student, enter the student's Banner ID number (P#) in the Student Banner ID field or enter the student's first or last name in the Name fields.

Student ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

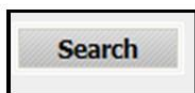
- The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

## 3. Group Student Search

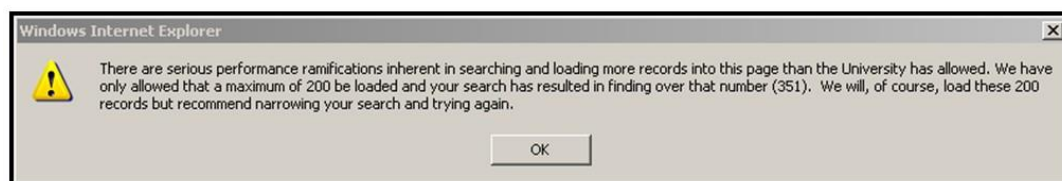
- To search for a group of students, use one or multiple fields to build your search criteria:

Degree	Minor
Academic Year	Concentration
Major	

- Click **Search** to execute the search.



- Only valid combinations of search criteria will produce search results.
- Find results are limited to 200 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 200 students.



- Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window.

Student ID	Name	Degree	Major	Level
------------	------	--------	-------	-------

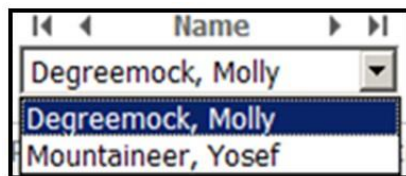
- You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.



- e. Click **OK** to close the search window and load the list of students into Degree Works.



- f. Once loaded, the audit for the first student in your list will automatically display. The drop down option will give the option to select a different student. Only the data for one student at a time can be viewed.
- If more than one student was selected in your search, use the drop-down box at the top of the screen to select the student record you want to view.





## FAQs

### ***Q: What is Degree Works?***

“DEGREE WORKS” is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A Web-based program, DEGREE WORKS re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

### ***Q: What are the benefits of using Degree Works?***

DEGREE WORKS will help you:

- Determine what requirements you need to fulfill in order to complete your degree.
- View individual course grades, cumulative grade-point average (GPA) if transfer work has been articulated and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward degree.
- See how your coursework could be applied toward another major, minor, or concentration using the What If option.
- Confirm your academic standing.
- Estimate how many quarters it will take you to graduate.
- Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

### ***Q: Who will be able to use Degree Works?***

Advisors and students both will be able to use the system as an advising tool to better follow the student's progress and determine which requirements are still needed.

### ***Q: How do I access Degree Works?***

Please reference *Login and Student Search* section above.

### ***Q: When should a student/advisor review a degree audit?***

A degree audit can be reviewed at any time. Below are some examples of when it might be helpful to review a degree audit:

- 1) Before registration.
- 2) After registration to ensure courses apply to program requirements.
- 3) After grades for each quarter are posted.
- 4) Any time changes are made to a record.



***Q: What if information in Degree Works isn't up to date?***

There are a few possibilities as to why certain information in Degree Works is not up to date. One is that Degree Works may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be some paperwork that must be completed. For example, if a grade change is pending, it is possible the form has not reached the Registrar's Office. Check with the Registrar's Office regarding information not being up to date.

***Q: How does Degree Works handle repeated courses?***

Degree Works adheres to PVAMU's repeat policy when producing a degree audit. Per the policy, a grade replacement petition request must be done before it goes into effect. Previous attempts will go into the insufficient section. This policy is not applicable to graduate student or graduate courses.

***Q: How does Degree Works determine which set of degree requirements to use?***

Degree Works uses a student's Catalog Year to determine the set of degree requirements to use when producing a degree audit.

***Q: What is a Catalog Year?***

The catalog year determines which catalog/degree requirements students follow to obtain a degree. This is the year the student was admitted to the University. This can be updated if the student chooses to follow newer requirements.

***Q: Can Degree Works be used to evaluate a student who has not yet declared a major?***

Yes, students who have not declared a major must use the What-If option to produce a degree audit. However, in order to be evaluated for degree completion by the registrar's office, the student must have a valid major assigned in Banner.

***Q: Who updates the student information in Banner?***

The student's curriculum in Banner must be correct in order for Degree Works to function properly. The following is a list of who can/should update what information:

Degree, College, Major, Concentrations, Minors:

Advising Coordinators and advising office

Admit to Program: Registrar's Office



## 2. What-If Audits

### Overview

Students, who plan on changing their major, adding a minor or a concentration, or looking to enroll in a specific college, can access the **What-If Audit**. The **What-If Audit** can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

### Getting Started

#### *Performing a What If Scenario*

1. To access the What If option, click on the **"What If"** link on the left-side of the audit screen under the "Worksheets" tab
2. Once at the What If screen, you will be able to use the drop-down boxes to select the desired Level, Degree, Academic Year (Catalog Year), Major, Minor and Concentration, as well as add additional future classes to the audit scenario.
3. Your selection for each area will be added to a list box on the right hand side. If you would like to remove any of your choices, select it from the list and click the **"Remove"** button located below the list box. After selecting the desired criteria, press the **"Process What-If"** button. Degree Works will then take your entire course history and apply it to an audit with the newly selected changes. Any wrong combination of degree, major, minor, or concentration will result in error.
4. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit.

#### *Printing a What If Audit:*

1. Once all of your selections have been made on the "What If" parameter screen, you have the option to **"Save as PDF"**. Clicking this button at the top of the screen will take will run the "What If" scenario and insert it into a PDF document that you can either save or print out.

## FAQs

### ***Q: Why am I receiving an error when I run a What If scenario?***

The "What If" tool requires that you make a selection in the "Major" field. Failure to select a major will result in error.

### ***Q: Why isn't the advisor showing when I run a What If scenario?***

Advisors do not display when a major different from student's current major is chosen within the What If tool.



### Student Information Block

This includes detailed information about the student's academic plan.

Student	Displays student's name
Current Term	Represents the last term that the student had registered or completed coursework. Planning starts at the last term that the student had academic work. The intent is to plan from the last term forward.
Description	Name for this students plan. The template plan name will default if templates are used. This is a required field.
Academic Year	The academic year is the year the plan starts.
Last Modified	Displays the last date the plan was modified.





### 3. Advisor Notes

#### Overview

The Notes utility allows Degree Works users to document academic advising on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

Please be aware that notes entered in Degree Works are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature under public scrutiny.

#### Getting Started

##### *Add Notes*

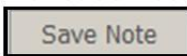
1. Click on **Add Notes** on the Notes Tab



2. You can use the optional Pre-Defined and/or free type the note

A screenshot of the "Add New Note" dialog box. The title bar says "Add New Note". Inside, there's a header that says "Enter your note and click the Save Note button". Below this is a dropdown menu with the text "Choose a predefined note from the list below". Under the dropdown is a large text area for free typing. At the bottom are two buttons: "Save Note" and "Clear".

3. Click **Save Note**



4. Click **Run New Audit** button to display notes in View section and on the student's worksheet

**Your note was added successfully.**

**You may run a new audit to get your note changes incorporated into the latest audit for the student.**

Run New Audit

### View Notes

1. Click on **View Notes** on the Notes Tab

[View Notes](#)

[Add Note](#)

Notes		
Note Text	Created By	Create Date
Student was advised to register for the courses listed on the Planner.	DegreeWorks Manager,	08/18/2011

[Modify Notes](#)

[Delete Notes](#)

***Modify Existing Note(s)***




1. Click on **Modify Notes** on the Notes Tab

View Notes

Add Note

Modify Notes

Delete Notes

Notes -- Modify		
Note Text	Created By	Create Date
 Student and advisor discussed student's career plans.	DegreeWorks Manager,	08/18/2011
 Student was advised to apply for graduation by the official deadline.	DegreeWorks Manager,	08/18/2011
 Student was advised to register for the courses listed on the Planner.	DegreeWorks Manager,	08/18/2011

2. Make changes to note

Student and advisor discussed student's career plans.

3. Click button to save changes





## FAQs

***Q: I currently keep my own notes on my advisees. What are the benefits of switching to this new system?***

With Advising Notes, any notes you enter become a part of a student's record, and any faculty or administrative staff member who has access to Degree Works can view those notes. This allows any individual working with a student – including future advisors – to have a more complete understanding of the student's advising history. This also helps us work together to hold students accountable for following-through on advise they were given. In addition, because Degree Works is a secure, web-based product, you can easily access your advising notes from any internet connection.

***Q: Will students be able to see the notes I enter?***

You can choose. If you click the "Not Available to Student" box that appears over the note entry box, the student will not be able to see the note. If you do not check this box, the student will see your note at the end of his or her worksheet. There may be times when you might split your entry into two notes, part that the student can view and part that the student cannot. However, any faculty or administrative staff member with access to Degree Works will be able to view all the notes on a student's record.

***Q: I need to record more specific information on a student. Can I enter notes without using the drop-down menu?***

No, you must use the drop down menu. However you can use the drop-down "Student was advised to" and add additional information. For notes not directly related to academic advising, we recommend that you continue to keep written notes and store them in a secure location (your particular advising notes). Keep in mind anything in Degree Works is part of the student's educational record and will be disclosed when complying with any legal request.

***Q: How did you decide what notes to include in the drop-down menu?***

Some of the notes are standard with Degree Works we have also added a few specific notes. Not all topics will be covered for every advising situation; we believe they include the most common topics. If you have a suggestion for an item that is not listed, please send an email to [mydegreeworks@pvamu.edu](mailto:mydegreeworks@pvamu.edu).

***Q: I often have advising discussions with students who aren't my assigned advisees. Can I add notes to any student's record?***

Yes, and we encourage you to do so.



## 4. Exceptions

### Overview

The Exceptions function allows those users having access to this function to modify the requirements for degree completion for a specific student.

### Key Points

- Exceptions should not be performed until a course is in-progress or has already been completed
- All exceptions will be monitored by the Office of the Registrar on a regular basis to ensure curricular integrity and accuracy
- Exceptions will remain for a student with terms of absence, but will disappear if the student changes his/her program, or falls out of continuous enrollment

### Overview of Exception Types

Degree Works allows you to perform the following types of exceptions. In general, Also Allow and Apply Here are the most often used exception types.

#### Force Complete

The Force complete exception can be used on any course rule and most qualifiers. This exception type is completely independent of all student data. It will simply complete a rule on a student degree audit regardless of any qualifiers that might apply. Forcing a qualifier complete tells the auditor to ignore the qualifier the next time an audit is performed for this student.

#### Substitute

The Substitute exception is used to substitute one course for another. This is distinct from the Also Allow exception type in that one course is exchanged for another. To process a substitute exception, select the Substitute entry from the Exception Type drop-down list and click the Load button.

The substitute exception requires that one course be used in place of another. If the rule contains only a single course then the substituted course is required for completion of the block. If a substitute exception is processed on a rule with more than one course option that can be used to complete the rule, then the substituted course is not required and is an option available to the student. Only qualifiers that list courses support this type of exception.

#### Also Allow

Also Allow is used when you wish to expand the course options available on a specific rule. Typically, this is used to allow a student use a non-standard course to satisfy a requirement. Therefore, Also Allow exceptions are typically made after the student has already taken the course or the course is currently in-progress. Even though a course has been added to a requirement by an Also Allow exception, that course IS NOT locked to that requirement. Degree Works will still run its “best fit” process to determine the best requirement for the course to apply to.



The “Also Allow” exception modifies a course rule by appending a course to the course rule. This exception can be used when Courses applied using the “Also Allow” exceptions are still subject to header qualifiers in the blocks in which they are used and are still subject to the best-fit algorithm. For example, if an “Also Allow” exception is processed allowing ENGL 215 to be used to satisfy a course rule and there is a block header or rule qualifier preventing the use of ENGL 215 within that block, the exception will be added to the database, but ENGL 215 will not be allowed to be used. This will apply if the course meets the rule but the grade is not sufficient, the exception is recorded but the course is then not applied to the block.

The “Also Allow” Exception does not require that the selected course be used on the modified rule. The best fit algorithm of the Audit Processor Engine will still evaluate the course when this type of exception is used. Consequently, the allowed course may not be applied to the rule bearing the exception if there is a better fit for this course elsewhere in the degree audit.

When processing an “Also Allow” exception to a group rule, the exception can only be processed on the individual rule labels inside the group rule, not the GROUP RULE HEADER LABEL.

### Apply Here

This exception is used when a course should be applied to a specific course rule. Typically, this is used to allow a student use a non-standard course to satisfy a requirement. This exception WILL lock a class to a requirement, meaning that class will always remain in that requirement even if the “best fit” process finds a better match within another requirement.

The *Apply Here* exception allows the user to apply a course to a rule even if the course is not listed as an option. This exception is very useful in correcting audits in cases where the user wishes to dictate specifically where courses are to be used within the degree audit. The Apply Here exception will apply a course to a rule regardless of any scribing, rule or block header qualifiers. For example, suppose a block contains a 'MAXPASSFAIL 0 CLASSES' header qualifier. You can use the Apply Here exception to apply a PASSFAIL class to a rule in this block without having to modify the block header qualifier. The Apply Here exception will also override an EXCEPT list on a rule. Courses applied to rules using this exception type will not be moved around within the audit. When placing an Apply Here exception any existing WITH data is removed so that a course that normally did not meet the WITH qualifiers will be able to fit on the rule. If the “Apply Here” exception contains a new “WITH” qualifier then that will be applied – replacing the previous “WITH” data (as of DW 4.0.1).

“Apply Here” exceptions cannot be processed on a Group Rule Header. When processing an Apply Here exception on a group rule, the exception can only be processed on the individual rule labels inside the group rule. Also, Block header exceptions do not support the Apply Here exception.

### Remove Course/Change the Limit

The *Remove Course* Exception allows the user to remove a course from a course rule or qualifier or to *Change the Limit* on a course rule or qualifier. This exception type is very useful in modifying audit reports when students successfully petition to have a specific course or part of a specific requirement waived.

In situations where a course is applied to a rule or qualifier as a result of a wildcard statement, using the Remove Course exception will remove ALL courses that have been applied as a result of the wildcard statement. For example, if HIST 330 and HIST 427 are both applied to the scribe rule 3



Classes in HIST @, removing HIST @ using the Remove Course exception will remove both HIST 330 and HIST 427. However, if you remove just HIST 330 the rule gets changed to 3 Classes in HIST @ Except HIST 330 – making sure that HIST 330 does not get applied to this requirement. (As of DW4.0.1)

Only qualifiers that list courses or specify a number of classes or credits support the Remove Course exception.

### ***Block Header Qualifier Exceptions***

The Force Complete, Substitute, Remove Course and Change Limit exceptions can be used on block header qualifiers. The qualifiers appear above the rules in the block and have a radio button next to them. Block header exceptions do not support the “Also Allow” exception or “Apply Here” exception.

### ***General Information about Exceptions***

- Exceptions will show up as a white band with blue text. In addition to the description, the name of the person who processed the exception and the date the exception was processed is also shown.
- If an exception has been processed but not used in the degree audit, it will show up in the Audit Errors section at the bottom of the screen labeled as Exceptions Not Used.
- While most exception types can be processed from Degree Works on the Web, rule qualifiers (such as MINGRADE, EXCEPT, etc.) cannot be modified using Degree Works on the Web.
- Exceptions are both student-specific and block-specific. In other words, an exception applies to a specific block used in a student degree audit. If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major. If the exception was generic to any major you will need to re-apply the exception in the new major block for the student.
- Exceptions cannot be used with What-If audits. Exceptions will only appear in the exception screen and on audit 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 the audit report along with a time stamp indicating the name and date of the person who entered the exception.