Advisor Exception Instructions

What is an Exception in myPurduePlan?

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

What types of Exceptions may be processed in myPurduePlan?

myPurduePlan allows you to process the following types of Exceptions:

- **Also Allow.** This type of Exception is commonly used to add additional courses to an existing list.
- **Apply Here.** This type of Exception is commonly used when a course needs to be targeted to a specific requirement.
- **Substitute.** This type of Exception is used when there is an “And” or “+” in the requirement. The course will be added and one of the existing courses will be removed from the list of course offerings.
- **Remove Course/Change the Limit.** This Exception allows you to remove a class from a course rule or qualifier. It also allows you to change the number of classes or credits on a rule qualifier.
- **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. **NOTE:** The Force Complete exception will force a requirement to show as completed on the worksheet but the credits must still be earned. If applied incorrectly, this could cause a student to be short on credits.

General Information about Exceptions in myPurduePlan?

- Exceptions are both student-specific and block-specific. In other words, an Exception applies to a specific block used in a student degree worksheet. If an Exception is processed in a Major Block for a student and that student then changes his/her major, the previous Exceptions will no longer apply to the student’s new major. The Exception should follow the student’s major if it was placed on a block of data that is common between the old major and the new major (Ex: Liberal Arts Core Requirements or the College of Science Core Requirements.)
- Exceptions will appear on the Exceptions tab and on Worksheet. The text description entered will appear next to the Exception on the Worksheet along with a time stamp indicating the name and date of the person who entered the Exception. They will also appear at the bottom of the worksheet in the Exceptions block.
- If Exceptions are applied incorrectly, “No” will be listed with that exception under the Enforced column. All unenforced exceptions should be removed.
- Exceptions cannot be used with What-If Worksheets.
How do I navigate the Exceptions Tab in myPurduePlan?

Click the **Exceptions** tab. This will open up the Exceptions screen shown below.

![Exceptions Tab](image)

The Exceptions tab contains two parts. The upper part of the screen contains a drop-down list of Exception Types available to the user. Click the down arrow to open up the drop-down list and select the appropriate Exception Type.

![Exception Types Dropdown](image)

Click the Load button to load the chosen Exception type.

![Load Button](image)

A middle screen will appear with additional fields specific to the Exception type chosen. **Note:** Details will be provided below about additional information required for each Exception type.

![Description Field](image)

Once you have entered the course you want applied, select the rule to which the course should be applied. Click the Add Exception button.

![Add Exception Button](image)

A text box will appear indicating that the Exception was successfully saved to the database. If there was an error while trying to process an Exception, an error message box will appear indicating the type of error encountered.

![Error Message](image)
How do I use Also Allow Exceptions?

The Also Allow exception modifies a rule by adding a course to a list and allowing it to be used. This exception can be used when you wish to expand the course options available on a specific rule. 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 MA 15900 to be used to satisfy a course rule and there is a block header or rule qualifier preventing the use of MA 15900 within that block, the exception will be added to the database, but MA 15900 will not be allowed to be used within that block. You will need to first modify the header qualifier preventing this course from being used before processing the Also Allow exception. This course can also be moved from term to term to satisfy another requirement.

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.

To process an Also Allow exception, select the Also Allow entry from the Exception Type drop-down list.

Select the course rule where you want the exception to apply.

Enter the course information in the appropriate fields on the Also Allow exception and enter a brief description of why this exception is being processed. You may further define the Also Allow exception using WITH qualifiers from the drop-down list. (The course may also be selected by clicking on the course in the Electives area. This will automatically add the course to the course field.) Click the Add Exception button.

A text box will appear indicating that the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box will appear indicating the type of error encountered.

The exception appears with the requirement it satisfied.
How do I use Apply Here Exceptions?

Use Apply Here when you need to move a course from one place in a worksheet to another. This 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 for fine tuning worksheets in cases where the advisor wishes to dictate specifically where courses are to be used within the worksheet. The Apply Here exception will apply a course to a rule regardless of any scribbling, rule or block header qualifiers. In an Apply Here exception the course is fixed and will not be moved within the worksheet.

**Example**

To process an Apply Here exception, select Apply Here from the Exception Types drop-down list.

Enter the course you want applied to a rule. You may further define the Apply Here exception using WITH qualifiers from the drop-down list.

Once you have entered the course you want applied, select the rule to which the course should be applied. Click the Add Exception button.

A dialog box will appear indicating that the Exception was successfully saved to the database. If there was an error while trying to process an Exception, an error message box will appear indicating the type of error encountered.

On the Student Worksheet, the Exception will show up in blue text directly below the rule on which it was placed.
How do I use Substitute Exceptions?

Use Substitute when there is an “And” or “+” in the requirement on which you are trying to place a course. The Substitute exception is used to substitute one course for another. This is distinct from the Also Allow exception in that one course is exchanged for another in a course list.

Example
To process a Substitute exception, select Substitute from the Exception Type drop-down list and click the Load button.

![Load button and Exception Types]

Select the rule or qualifier where you would like the Substitute exception to apply.

![Composition Options]

Enter the target course from the course rule in the Replace fields. (This course must be found on the course list where the exception is to be placed in order to be saved to the database.) Enter the Substitute course in the With fields. (The substituted course may also be selected by clicking on a course in the Electives area. This will automatically add the course to the With field).

Enter a brief description of why the exception is being processed and click the Add Exception button.

![Substitute one class for another]

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 multiple course options, then the substituted course is not required but is an additional option available to the student. Only rules that list courses support this type of exception.

You may also create a Global Substitution exception by choosing the option at the top of the page. These substitutions will be applied to all requirements found in all blocks.

![Global Exception - applies to all requirements]

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How do I use Remove Course and/or Change the Limit Exceptions?

Use Remove Course and/or Change the Limit when there is a partially completed requirement that needs to be satisfied and/or when you need to remove a course from a list of options. This Exception is very useful in modifying worksheets when students successfully request to have a specific course or part of a specific requirement waived. This exception is also useful to adjust the student requirements when a specific course is disallowed on a rule for a student.

Example – Remove Course
To process a Remove Course Exception, select the Remove Course and/or Change Limit entry from the Exception Type drop-down list.

Select the rule or qualifier containing the course you want to remove.

Enter the course discipline and number you wish to remove. Enter a brief description for the exception. If the exception also involves changing the limits on the rule or qualifier for the student, enter the new limit in the Change Limit to field on the Exception. Click the Add Exception button to save the exception.

Example – Change Limit
To process a Remove Course exception, select the Remove Course and/or Change Limit entry from the Exception Type drop-down list.

Select the rule or qualifier containing the limit you need to modify (e.g., student has military experience and petitions for 24 hours credit instead of 20).
Enter the Change Limit to number of credits or classes that may be taken along with a Description. Click Add Exception.

A dialog box will appear indicating that the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box will appear indicating the type of error encountered.

Click Run New Audit. The MaxCredits is changed from 20 credits, as shown above, to 24 credits in MILT @.

Important Note: 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 33000 and HIST 42700 are both applied to the scribe rule 3 Classes in HIST @, removing HIST @ using the Remove Course exception will remove both HIST 33000 and HIST 42700. However, if you remove just HIST 33000 the rule gets changed to 3 Classes in HIST @ Except HIST 33000 – making sure that HIST 33000 does not get applied to this requirement.

The Remove Course exception type can also be used to change the limit on a rule without removing a course from the course list. To change the limit on a rule without removing a course, select the rule where you wish to change the limit. Enter the new limit in the Change Limit to field. Enter a brief description for the Exception. Click the Add Exception button to save the exception.
How do I use Force Complete Exceptions?

Use Force Complete when you do not have a course available within the worksheet to move into a requirement.

Example
To process a Force Complete exception, select Force Complete from the Exception Types drop-down list and click the Load button.

Click the radio button next to the course rule or qualifier in the Worksheet.

Enter a description of why this Exception is being processed and then click the Add Exception button.

A dialog box will appear indicating that the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box will appear indicating the type of error encountered.

The Force Complete Exception can be used on any course rule and most qualifiers.

IMPORTANT:
The Force Complete exception is the most powerful exception. It should be used cautiously. It will force a requirement to show as completed on the worksheet but the credits must still be earned. If applied incorrectly, this could cause a student to be short on credits.
How do I Remove Exceptions?

Exceptions also may be removed. To do so, select the Exception you want to remove.

Click on the Remove Exception button.

A dialog box will appear indicating that the Exception was successfully removed from the database.