



GRADUATION CLEARANCE

How to Get a Clean Audit

AOS TEAM | OFFICE OF THE REGISTRAR

PURDUE
UNIVERSITY®



Contents

This training will cover:

- Banner and My Purdue Plan
- Adding and Removing Exceptions
- Exception Types and Uses
 - Force Complete
 - Substitute
 - Also Allow
 - Apply Here
 - Remove Course and/or Change the Limit
- Incorrect Exceptions
- Possible Errors

Banner and MPP

Before Processing Exceptions, Ask:

- Does MPP show Everything that the student should have on their curriculum?
 - Is the Catalog Year correct?
 - Is the Degree correct?
 - Is the Major accurate?
 - Are all of the Minors and Concentrations listed?

If the answer to any of these questions is no, go to: <http://mypurdue.purdue.edu> and submit a curricula change request.

Tools

- Advisee Candidate Listing
- Advisor Apply to Graduate FAQ
- Advisee Listing
- Blackboard
- Cognos Portal
- Curricula Change Request**
- myPurdue Page Screenshots
- myPurduePlan Issue Log
- Name Change Info
- Purdue Testing Center
- Registrar Calendars
- Registration Approval Workflow System
- Student of Concern Reporting
- University Core Course Listing

- Max Credit Hour Override Form

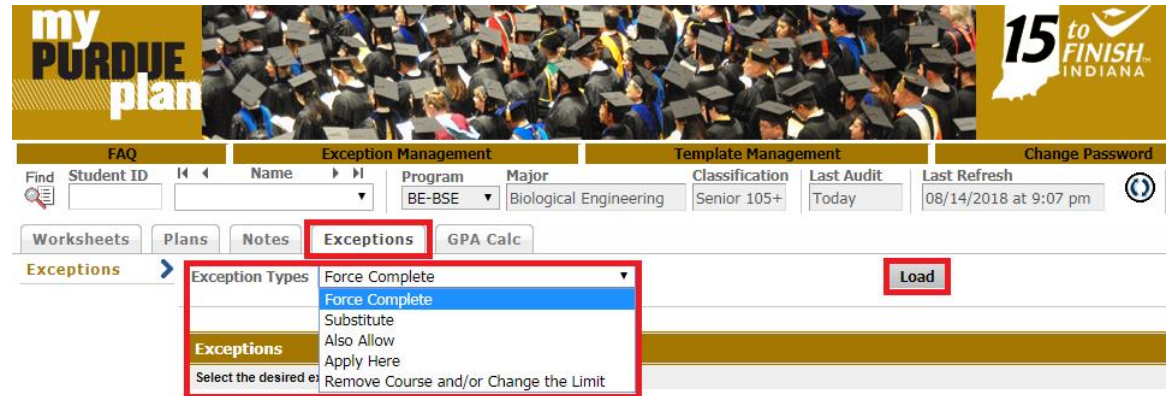
Exceptions Processing

Degree Works allows advisors to make edits to the audit on a case by case basis.

You can add exceptions by clicking the exceptions tab, and loading the type of exception you want to apply.

Exception Types:

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



Adding Exceptions

1. Select the exception type you want to apply from the drop down.
2. Click Load
3. Enter required information
4. Select requirement
5. Click Add Exception

Once you have added your exceptions, click Run New Audit to refresh the worksheet.

The screenshot shows the 'myPurdue plan' interface for 'Exception Management'. The user is logged in as a 'Senior 105+' in the 'BE-BSE' program, majoring in 'Biological Engineering'. The 'Last Audit' is 'Today' and the 'Last Refresh' is '08/14/2018 at 9:07 pm'. The 'Exceptions' tab is active, and a dropdown menu is open under 'Exception Types', showing options: 'Apply Here', 'Force Complete', 'Substitute', 'Also Allow', 'Apply Here', and 'Remove Course and/or Change the Limit'. A 'Load' button is visible. Below the dropdown, there are fields for 'Apply Here a sp', 'Apply Subject', and 'With'. A description field is also present. The 'Add Exception' button is highlighted. Below the form, a list of requirements is shown with checkboxes and status indicators. The requirements are: 'Heat & Mass Transfer in Food & Bio Systems' (checked), 'Biological/Microbial Kinetics & Reaction Eng' (checked), 'Cell & Molecular Design Principles' (selected), 'Transport Op in Food & Bio Engineering I' (unchecked), 'Sensors And Process Control' (unchecked), 'Professional Prac In Ag & Biological Engineering' (unchecked), 'Transport Op in Food & Bio Engineering II' (checked), 'Process Design for Food & Bio Systems' (unchecked), and 'Process Engineering Of Renewable Resources' (unchecked). The status indicators are: 'ABE 30800' (checked), 'ABE 37000' (checked), 'Still Needed: 3 Credits in ABE 44000*' (unchecked), 'ABE 45700' (checked), 'ABE 46000 (IP)' (unchecked), 'ABE 49000 (IP)' (unchecked), 'ABE 55700 (IP)' (unchecked), 'Still Needed: 1 Class in ABE 55800' (unchecked), and 'Still Needed: 3 Credits in ABE 58000' (unchecked).

Removing Exceptions

- Select the exception you want to remove by clicking the radio dial next to exception
- Click Remove Exception at the top of the exception screen
- Click Run New Audit to refresh worksheet

The screenshot displays the 'myPurdue plan' interface. At the top, there are logos for 'my PURDUE plan' and '15 to FINISH INDIANA'. Below the logos, there is a navigation bar with tabs for 'FAQ', 'Exception Management', 'Template Management', 'Change Password', 'Print', 'Show/Hide Header', and 'Log Out'. The 'Exception Management' tab is active, showing a search bar for 'Student ID' and a dropdown menu for 'Program' (BE-BSE) and 'Major' (Biological Engineering). Below the search bar, there are tabs for 'Worksheets', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Exceptions' tab is selected, showing a list of exceptions. The first exception is selected, and the 'Remove Exception' button is highlighted with a red circle labeled '2'. The 'Run New Audit' button is also highlighted with a red circle labeled '3'. The exception details show 'Unmet conditions for this set of requirements: 5 Credits needed' and a list of courses with checkboxes. The 'Remove Exception' button is highlighted with a red circle labeled '1'.

Force Complete

- A Force Complete exception means that a particular requirement is waived.
- This exception will complete a course rule, subset rule, block qualifier or rule qualifier without course placement.
- This is the most powerful exception.
- This exception should be use the least
- You will almost ALWAYS have cascading impacts with Force Complete



Substitute

- Used to substitute one course for another
- Typically used in “AND” situations.
- Example:

BIOL 13100 and BIOL 13200, but the student took BIOL 22100 to count toward 13200.

- You can apply a substitute exception before or after a student takes the alternate course.

<input type="radio"/> Option I	<input type="checkbox"/>	(Choose from 2 of the following:) or
<input type="radio"/> Linear Algebra	<input type="checkbox"/>	(1 Class in MA 26500* or 35100*) and
<input type="radio"/> Differential Equations	<input type="checkbox"/>	(1 Class in MA 26600* or 36600*)
<input type="radio"/> Option II	<input type="checkbox"/>	(Choose from 2 of the following:)
<input type="radio"/> Linear Algebra and Differential Equations	<input type="checkbox"/>	(1 Class in MA 26200*) and
<input type="radio"/> Advance Math Selective	<input type="checkbox"/>	(1 to 6 Classes in MA 30300* or 35100* or 38500* or 42500* or 51000 or CS 31400*)
<input type="radio"/> Chemistry Requirement	<input type="checkbox"/>	Still Needed: Choose from 1 of the following:
<input type="radio"/> General Chemistry	<input type="checkbox"/>	(1 Class in CHM 11500*) or
<input type="radio"/> General Chemistry	<input type="checkbox"/>	(2 Classes in CHM 11100 and 11200*)
<input type="radio"/> Modern Mechanics	<input type="checkbox"/>	Still Needed: 1 Class in PHYS 17200*
<input type="radio"/> Physics II Requirement	<input type="checkbox"/>	Still Needed: Choose from 1 of the following:
<input type="radio"/> Electric and Magnetic Interactions	<input type="checkbox"/>	(1 Class in PHYS 27200*) or
<input type="radio"/> Electricity and Magnetism	<input type="checkbox"/>	(2 Classes in PHYS 24100* and 25200*)

Also Allow

- This exception appends a course to a course list on a rule.
- Use when you wish to expand the course options available for a specific requirement. In many instances this is a better option than using the Substitute exception.
- Also Allow should be used for in progress courses.

Apply Here

- We use Apply Here to move courses around on the degree audit. It allows a course to apply for a rule when not provided as an option.
- Reasons we need to move courses around:
 - Missing Attributes
 - Genuine Exceptions
 - Transfer Courses
 - Sorting Error
- Overrides scribing, rule, and block qualifiers
- **Apply Here should not be used for In-Progress courses.**

Remove Course and/or 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.
- Most common change the limits:
 - Elective requirements that need adjusted on a per student basis
 - Credit requirements that need adjusted on a per student basis

Variable Title Courses & Undistributed Credit Courses

How do you add an exception for a variable title course or undistributed credit course?

- Exceptions to allow a variable title course or an undistributed credit course to fulfill a requirement requires specific information in order to prevent multiple instance of the course from populating one single requirement. These courses must be identified by a unique qualifier such course title, catalog term, or credits.
- When differentiating by title, the EXACT Banner title that appears in the MPP audit must be used when adding the exception. The spelling, abbreviations, symbols, capitalizations, and spacing must match. It is best to copy the title from the MPP audit and paste it into the exception box when prompted.

Variable Title Courses & Undistributed Credit Courses (cont.)

Applying exceptions with variable titles:

1. Highlight and copy the Banner course title from the MPP audit.
2. Click on the Exceptions tab
3. Select either the Also Allow or the Apply Here exception type
4. Enter the subject code and course number (ex. HK 59000 or HIST 2XXXX)
5. From the drop down menus choose: with DW Title, equal to, paste the title you copied from the audit into the title box.
6. Enter an appropriate explanation in the description box describing what course is being allowed, for what requirement and who approved the deviation.
 - ex) Allow SUBJ 12345 per Dept Head
 - ex) Allow SUBJ 12345 per Curriculum Committee
7. Select the radio button of the requirement the course is approved to fulfill
8. Click the Add Exception button
9. Run New Audit

Variable Title Courses & Undistributed Credit Courses (cont.)

Example applying a variable title course:

1

Highlight and copy the Banner course title from the audit/worksheet

9

Run New Audit

Plans Notes Exceptions GPA Calc

Exception Types Apply Here Load

Apply Here a specific class

Apply Subject HK Number 59000

With DW Title equal to Musculoskeletal Adaptations

Description HK 59000 per Curriculum Committee Add Exception

Kinesiology Selectives

Unmet conditions for this set of requirements: 12 Credits needed

To complete the optional Clinical Exercise Physiology concentration, students must complete all courses in the concentration. If NOT completing the Clinical Exercise Physiology concentration,

Block Qualifiers:

- 12 Credits
- MaxClasses 0 in @ @ (With DWGRADELETTER = TX)
- MaxClasses 0 in @ @ (With DWPASSFAIL = Y)
- MINGRADE 1.7

Still Needed: 12 Credits in HK 31800* or 32500* or 33100* or 3746900* or 47200* or 47400* or 48500* or 49500 or

7

Incorrect Exception Examples

HELP US

HELP YOU...

Type	Status	Description
AH	OK	7 credits total sum CAPA Italy-dept apprv capstone
AH	OK	7 credits total sum CAPA Italy-dept apprv capstone
AH	OK	7 credits total sum CAPA Italy-dept apprv capstone
AH	OK	Course approved for HTM Selective
AH	OK	TECH course
AH	OK	Alternate PHYS
AH	OK	3 credit TECH
AH	OK	Upper Level Calculus
AH	OK	Upper Level Calculus
AH	OK	Approved Business Selective
AH	OK	Apply ENTR 46000 here.
AH	OK	OBHR 33000 HRD minor
AH	OK	MGMT 44428 HRD minor
AH	OK	Apply MGMT 41310 here.
AH	OK	INTR125 FOR AD347 APPROVED BY W HYNES
AH	OK	INTR130 FOR AD125 APPROVED BY W HYNES
AH	OK	ART155 FOR AD130 APPROVED BY W HYNES
AH	OK	ART117 FOR CGT262 APPROVED BY W HYNES

Exceptions without enough detail in the description. If these come unhooked, we can't fix them for you.

University Core Curriculum			
<input type="checkbox"/> FOUNDATIONAL LEARNING OUTCOMES		Still Needed:	You must complete all of the following:
<input type="checkbox"/> Written Communication			(1 Class in Written Communications is needed) and
<input checked="" type="checkbox"/> Oral Communications			
<input checked="" type="checkbox"/> Oral Communications	COM 11400	Fundament Of Speech	WIP (3)
<input type="checkbox"/> Information Literacy			(1 Class in Information Literacy is needed) and
<input type="checkbox"/> Science			(2 Classes in Science are needed) and
<input type="checkbox"/> Science	SLHS 30600	Intro To Phonetics	WIP (3)
Exception By:	On: 07/24/2018	Apply Here : Course is on the Science UCC list	
<input type="checkbox"/> Humanities			(1 Class in Humanities is needed) and
<input checked="" type="checkbox"/> Behavior/Social Science			
<input checked="" type="checkbox"/> Behavior/Social Science	HDFS 21000	Intro Human Devlpment	WIP (3)
<input type="checkbox"/> Quantitative Reasoning			(1 Class in Quantitative Reasoning is needed) and
<input type="checkbox"/> Science, Tech & Society			(1 Class in Science, Technology And Society is needed)

Exceptions placed in the UCC block MUST be approved by the UCC committee and added by the AOS team.

Major in Marketing

Catalog Term: Fall 2017 Credits Required: 39
 GPA: 3.40 Credits Applied: 24

Unmet conditions for this set of requirements: 39 credits are required. You currently have 24, you still need 15 more credits.

<input checked="" type="checkbox"/> Organizational Behavior	OBHR 33000	Intro To Org Behavior	B+	3	Spring 2018
<input type="checkbox"/> Business Statistics	MGMT 30500	Business Statistics	WIP	(3)	Fall 2018
<input type="checkbox"/> Financial Management	MGMT 31000	Financial Mgmt	WIP	(3)	Fall 2018
<input checked="" type="checkbox"/> Marketing Management	MGMT 32400	Marketing Mgmt	B+	3	Summer 2018
<input type="checkbox"/> Operations Management	MGMT 36100	Operations Management	WIP	(3)	Fall 2018
<input checked="" type="checkbox"/> Management Information Systems	MGMT 38200	Mgmt & Informatn System	B	3	Summer 2018
<input type="checkbox"/> Strategic Management Pre-requisite	MGMT 35200	Strategic Management	WIP	(3)	Fall 2018
<input checked="" type="checkbox"/> Managerial Economics					
Exception By:	08/03/2018	Also Allow : Allow ECON 490000 to apply here.			
Exception By:	08/03/2018	Force Complete : Force complete this requirement			
<input type="checkbox"/> Major Selectives	COM 25600	Intro To Advertising	A+	3	Spring 2018
Still Needed: 4 Classes in AGEC 33100 or MGMT 42110* or 42210* or 42300* or 42500* or 42610* or 42710* or 42910*					

Force Completes that should be Apply Here or Change the Limit

Best Practices - Exception Descriptions

A clear description explaining which course is being applied (or waived) to which course/requirement, why the exception is being added and who authorized the exception is helpful not only for the student but also for other advisors and the Office of the Registrar staff who review audits for degree clearance.

The exception type is automatically displayed in the audit. The information provided in the description box that follows the exception type is where details are beneficial.

Just a few examples.....

- **Force Complete:** Course XXXXX waived due to CODO per Dept Head
[This identifies the course being waived, why is being waived and who approved the exception.]
- **Substitute:** Course XXXXX for Course XXXXX per Curriculum Committee
[This identifies which course is being substituted for which course and who approved the exception.]
- **Also Allow:** Course XXXXX per Curriculum Committee
[This identifies which course is being added as an option to the programmed list of approved choices for a specific requirement and who approved the exception.]
- **Apply Here:** Course XXXXX for Course XXXXX per Dept Head
[This identifies the course that has been approved to be applied to a specific requirement and who approved the exception.]
- **Remove Course and/or Change the Limit:** Change from 12 cr to 15 cr to reach 120
[This explains that the required credits were increased and why.]

Exception Errors - Summary

These types of exceptions will be removed by the Office of the Registrar and could lead to the revocation of exceptions access.

- Exceptions placed on the Degree block
- Exceptions to the University Core Curriculum
- Exceptions to the 32 Upper block
- Force Completes that should be Apply Here or Also Allow
- Force Completes that should be Change the Limit
- Force Completes applied to Non-Course requirements
- In Progress courses moved by Apply Here



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