GRADUATION CLEARANCE

How to Get a Clean Audit
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.
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.
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.
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 used 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.
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
Incorrect Exception Examples

HELP US HELP YOU...
Exceptions without enough detail in the description. If these come unhinged, we can’t fix them for you.

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AH</td>
<td>OK</td>
<td>7 credits total sum CAPA Italy-dept apprv capstone</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>7 credits total sum CAPA Italy-dept apprv capstone</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>7 credits total sum CAPA Italy-dept apprv capstone</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Course approved for HTM Selective</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>TECH course</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Alternate PHYS</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>3 credit TECH</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Upper Level Calculus</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Upper Level Calculus</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Approved Business Selective</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Apply ENTR 46000 here</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>OBHR 33000 HRD minor</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>MGMT 44428 HRD minor</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>Apply MGMT 41310 here</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>INTR125 FOR AD347 APPROVED BY W HYNES</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>INTR130 FOR AD125 APPROVED BY W HYNES</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>ART155 FOR AD130 APPROVED BY W HYNES</td>
</tr>
<tr>
<td>AH</td>
<td>OK</td>
<td>ART117 FOR CGT262 APPROVED BY W HYNES</td>
</tr>
</tbody>
</table>
Exceptions placed in the UCC block MUST be approved by the UCC committee and added by the AOS team.
### Major in Marketing

<table>
<thead>
<tr>
<th>Unmet conditions for this set of requirements: 39 credits are required. You currently have 24, you still need 15 more credits.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Major Selectives</strong></td>
</tr>
<tr>
<td><strong>Force Completes that should be Apply Here or Change the Limit</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBHR 33000</td>
<td>Intro To Org Behavior</td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>MGMT 30500</td>
<td>Business Statistics</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>MGMT 31000</td>
<td>Financial Mgmt</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>MGMT 32400</td>
<td>Marketing Mgmt</td>
<td>3</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>MGMT 36100</td>
<td>Operations Management</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>MGMT 38200</td>
<td>Mgmt &amp; Information Systems</td>
<td>3</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>MGMT 35200</td>
<td>Strategic Management</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>COM 25600</td>
<td>Intro To Advertising</td>
<td>3</td>
<td>Spring 2018</td>
</tr>
</tbody>
</table>

Also Allow: Allow ECON 490000 to apply here. Force Complete: Force complete this requirement.

Still Needed: 4 Classes in AGEC 33100 or MGMT 42110* or 42210* or 42300* or 42500* or 42610* or 42710* or 42910*
Best Practices - Exception Descriptions

A clear description that explains 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 may be reviewing audits for degree clearance. The exception type is automatically added. 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 CC
  [This identifies which course is being substituted for which course and who approved the exception.]

- **Also Allow**: Course XXXXX per CC
  [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
- Force Completes that should be Change the Limit
- Force Completes applied to Non-Course requirements
- In Progress courses moved by Apply Here
CONTACT US:

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