GRADUATION CLEARANCE

How to Get a Clean Audit
Contents

This training will cover:

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AOS TEAM | OFFICE OF THE REGISTRAR
Before Processing Exceptions, Ask:

- Does MPP show Everything that the student should have on their curriculum record?
  - 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.

Exception Types:
- Force Complete
- Substitute
- Also Allow
- Apply Here
- Remove Course and/or Change the Limit
Adding Exceptions

1. Identify the requirement or the qualifier you want to apply the exception to.

2. Click the (+) symbol next to the requirement.

3. Choose the exception type from the drop-down list and fill in the required information fields.

4. Add a description and any details that support/explain the exception.

5. Click the **Add Exception** button.
Removing Exceptions

- Click on the Exceptions tab
- Locate the requirement with the exception you wish to remove
- Click the trash can symbol next to the exception
Force Complete

- A Force Complete exception means that a particular requirement is waived. This mean the credits are being waived.

- This exception will complete a course rule, subset rule, block qualifier or rule qualifier without course placement.

- This exception should be used the least.

- There will almost ALWAYS be cascading impacts with Force Complete.
Apply Here

- Apply Here is used to move courses around on the degree audit. It allows a course to apply to a rule when it isn’t listed as an option.

- Reasons we need to move courses around:
  - Missing Attributes
  - Genuine Exceptions
  - Transfer Courses
  - Sorting Error

- Overrides the coding for rules and block qualifiers.

- Apply Here should **not** be used for (WIP) In-Progress courses.
Also Allow

- Also Allow 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 (WIP) In-Progress courses.**
## Substitute

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

  BIOL 20300 and BIOL 20400 are required but the student took BIOL 21400 which the department approved as a substitute to satisfy BIOL 20400.

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

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### Other Departmental Course Requirements

| Unmet conditions for this set of requirements: | You have taken 23 credits but still need 20 more. |
| Block Qualifiers | |
| + 43:48 Credits | |
| + MaxClasses 2 in @ @ (With DWPASSFAIL = Y AND DWTERM <> 202020 AND ) | |
| + ShareWith (OTHER = PUBH-OTHER) | |

| Block qualifiers: | 43:48 Credits |
| MaxClasses 2 in @ @ (With DWPASSFAIL = Y AND DWTERM <> 202020 AND ) | |
| ShareWith (OTHER = PUBH-OTHER) | |

| Course | |
| + | Human Anatomy & Physiology Still needed: 2 Classes in BIOL 20300 and 20400 |
Remove Course and/or Change the Limit

• This exception allows you to remove a class from a rule or qualifier.

• Provides the ability to change the number of classes or credits required on a rule or qualifier.

• Most common Change the Limit scenarios:
  – Adjust course requirements on a per student basis
  – Adjust credit requirements on a per student basis
  – Removing a course from a course list for a specific requirement
Variable Title Courses & Undistributed Credit Courses

How do you add an exception for a variable title 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 instances of the course from populating one single requirement. These courses are singled out by using a unique qualifier such as the course title, catalog term, credits, etc.

- When differentiating by title, the EXACT Banner title that appears in the audit must be used when adding the exception. The spelling, abbreviation, symbols, capitalization, and spacing must be an exact match. It is best to copy the title from the audit and paste it into the exception box when prompted.
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 the requirement to apply the exception
4. Choose the exception type.
   - Enter the subject code and course number (ex. HK 59000 or HIST 2XXXX)
5. Choose a Qualifier from the drop down list (DW Title, DW Term, DW Transfer Course, etc.)
6. Choose an Operator function (ex. Equal To)
7. Add the highlighted Banner course title in the Value box.
8. Enter an appropriate description and any details that support the approved deviation from the published plan of study.
9. Click the Add Exception button

(see example screenshot on the next slide)
Example applying a variable title course:

1. Highlight and copy the Banner course title from the audit/worksheet
2. Click the exceptions tab

Add Exception

- Exception for: Precalculus-Functions & Trigonometry
- Apply: Subject = MA, Number = 16600
- With: Qualifier = DW Title, Operator = equal to, Value = Calc & Geom & Calc II
- Description: MA 16600 for MA 15300
- Details: Student has credit for a higher level math course. Department Head approved MA 16600 as a substitute for MA 15300.
Incorrect Exception Examples

HELP US HELP YOU...
Exceptions without enough detail in the description. If these exceptions become unhooked, we can’t fix them for you.
Only Office of the Registrar staff, with proper approval from the UCC leadership or the Office of the Provost, are permitted to apply exceptions to the UCC block. All other exceptions will be removed. If you feel an exception is necessary, submit an issue through the issue log – do NOT add the exception.
Force Complete exceptions that should be Apply Here or Change the Limit exceptions.
Best Practices - Exception Descriptions

A clear description explaining which course is being applied (or waived), 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 graduation requirement
- 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 exception
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