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
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.
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

AOS TEAM | OFFICE OF THE REGISTRAR
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.
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 that 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
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.
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
Example applying a variable title course:

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

2. Run New Audit.

3. Enter the course exceptions.

4. Specify the class to apply the exception.

5. Choose the subject and number.

6. Select the title and equal to criteria.

7. Add the described exception.

8. Review the Kinesiology Selectives section for credits needed.

Incorrect Exception Examples

HELP US
HELP YOU...
Exceptions without enough detail in the description. If these come unhooked, 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>
### University Core Curriculum

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>COM 11400</td>
<td>Fundamentals Of Speech</td>
<td>WIP</td>
<td>(3)</td>
</tr>
<tr>
<td>Science</td>
<td>SLHS 30600</td>
<td>Intro To Phonetics</td>
<td>WIP</td>
<td>(3)</td>
</tr>
<tr>
<td>Science, Technology &amp; Society</td>
<td>HDFS 21000</td>
<td>Intro Human Development</td>
<td>WIP</td>
<td>(3)</td>
</tr>
</tbody>
</table>

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

Still Needed: You must complete all of the following:

- 1 class in Written Communication is needed
- 2 classes in Science are needed
- 1 class in Humanities is needed
- 1 class in Quantitative Reasoning is needed
- 1 class in Science, Technology, and Society is needed

Exception By: 07/24/2018

Apply Here: Course is on the Science UCC list
### Major in Marketing

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organizational Behavior</td>
<td>OBHR 32800</td>
<td>Intro To Org Behavior</td>
<td>B+</td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Business Statistics</td>
<td>MGMT 30500</td>
<td>Business Statistics</td>
<td>WIP</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>Financial Management</td>
<td>MGMT 31000</td>
<td>Financial Mgmt</td>
<td>WIP</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>Marketing Management</td>
<td>MGMT 32400</td>
<td>Marketing Mgmt</td>
<td>B+</td>
<td>3</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>Operations Management</td>
<td>MGMT 36100</td>
<td>Operations Management</td>
<td>WIP</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>MGMT 38200</td>
<td>Mgmt &amp; Informatn Systms</td>
<td>B</td>
<td>3</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>Strategic Management Prerequisite</td>
<td>MGMT 35200</td>
<td>Strategic Management</td>
<td>WIP</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>Managerial Economics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Exception By:** 08/03/2018

**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 42600* or 42500* or 42610* or 42710* or 42910*

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*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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