



GRADUATION CLEARANCE

How to Get a Clean Audit

AOS TEAM | OFFICE OF THE REGISTRAR

PURDUE
UNIVERSITY®



Contents

This training will cover:

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- Adding and Removing Exceptions
- Exception Types and Uses
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 - 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 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 the **myPurdue portal** and submit a curricula change request.

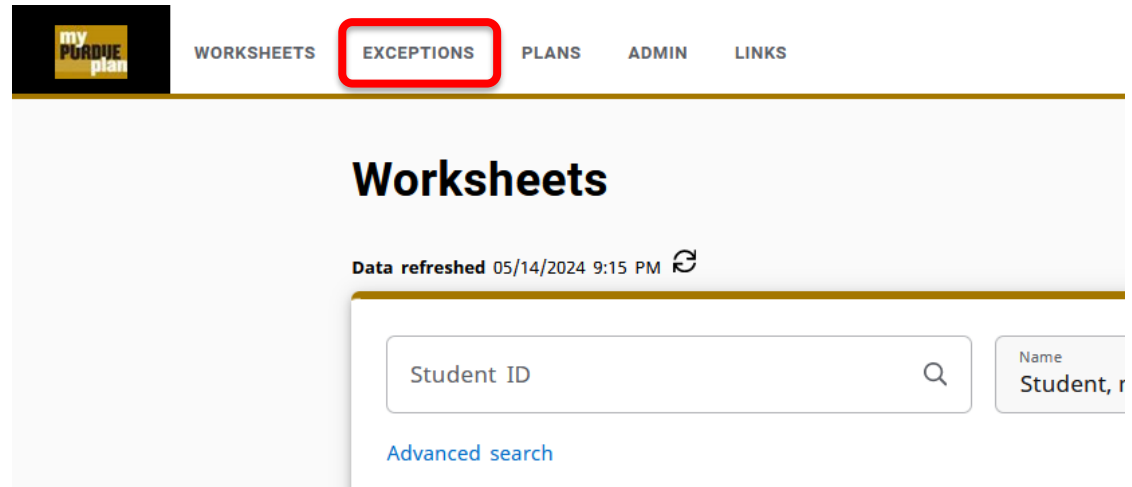


Exceptions Processing

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



The screenshot shows the 'myPURDUE plan' website interface. The navigation menu includes 'WORKSHEETS', 'EXCEPTIONS' (highlighted with a red box), 'PLANS', 'ADMIN', and 'LINKS'. Below the navigation, the 'Worksheets' section is visible, featuring a search bar for 'Student ID' and a 'Name' dropdown menu. The data is noted as 'Data refreshed 05/14/2024 9:15 PM' with a refresh icon. An 'Advanced search' link is also present.

Adding Exceptions

1. Identify the requirement or the qualifier you want to apply the exception to.
2. Click the (+) symbol next to the requirement/qualifier.
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.

WORKSHEETS EXCEPTIONS PLANS ADMIN LINKS

Major in Kinesiology

Credits required: 25 Credits

Unmet conditions for this s

Block Qualifiers

+ 25 Credits

+ MaxClasses 0 in @

+ MINGRADE 1.7

A grade of C- or better is rec

Block qualifiers:

+ Foundations Of

+ Introduction to

+ Principles of M

+ Foundations Of

+ Biomechanical Skills

Add Exception

Exception for: 25 Credits

Exception type
Remove Course and/...

Remove Subject Number

Change Limit 22 Units Credits

Description *
Chng to 22 credits/Waived HK 13500/Dean Smith

Details
The department waived HK 13500 because the student is a CODQ student and is not required to complete this course.

CANCEL ADD EXCEPTION

Removing Exceptions

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

EXCEPTIONS PLANS ADMIN LINKS

Major in Kinesiology INCOMPLETE


Credits required: 22 Credits applied: 0 Catalog year: Fall 2021 GPA: 0.00

Unmet conditions for this set of requirements: You have taken 0 credits but still need 22 more.

Block Qualifiers

- + 22 Credits
- + MaxClasses 0 in @ @ (With DWPASSFAIL = Y AND DWTERM <> 202020 AND)
- + MINGRADE 1.7

A grade of C- or better is required in all HK courses.

Exception by:	Harlow, Tricia L	On: 05/23/2024	Remove Course and/or Change the Limit: Chng to 22 credits/Waived HK 13500/Dean Smith	
Block qualifiers:	22 Credits MaxClasses 0 in @ @ (With DWPASSFAIL = Y ANDDWTERM <> 202020 AND) MINGRADE 1.7			

Force Complete

- A Force Complete exception means that a particular requirement is waived. This means 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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EXCEPTIONS PLANS ADMIN LINKS

Other Departmental Course Requirements INCOMPLETE

Credits required: 43 Credits applied: 23 Catalog year: Fall 2021 GPA: 2.27

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
<input type="checkbox"/>	<input type="radio"/>	Human Anatomy & Physiology
Still needed:		Choose from 1 of the following:
<input checked="" type="checkbox"/>	<input type="radio"/>	Human Anatomy & Physiology
		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 instance of the course from populating one single requirement. These courses are singled out by using a unique qualifier such 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.

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 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)

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
- 2 Click the exceptions tab

The screenshot shows the Banner system interface with an 'Add Exception' modal window. The background shows a list of courses with a callout '3' pointing to 'General Physics'. The modal window is titled 'Add Exception' and contains the following fields and callouts:

- Exception for: Precalculus-Functions & Trigonometry
- Exception type: Apply Here (Callout 4)
- Apply section:
 - Subject: MA (Callout 4)
 - Number: 16600 (Callout 4)
- With section:
 - Qualifier: DW Title (Callout 5)
 - Operator: equal to (Callout 6)
 - Value: /tc Geom & Calc II (Callout 7)
- Description: MA 16600 for MA 15300 (Callout 8)
- Details: Student has credit for a higher level math course. Department Head approved MA 16600 as a substitute for MA 15300.
- Buttons: CANCEL and ADD EXCEPTION (Callout 9)

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 exceptions become 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 Devlpmnt	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)			

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.

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 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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