



# APPLYING AN EXCEPTION IN DEGREEWORKS

Undergraduate Advisor/Graduate Coordinator with  
Advisor permissions

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## Information on Exceptions:

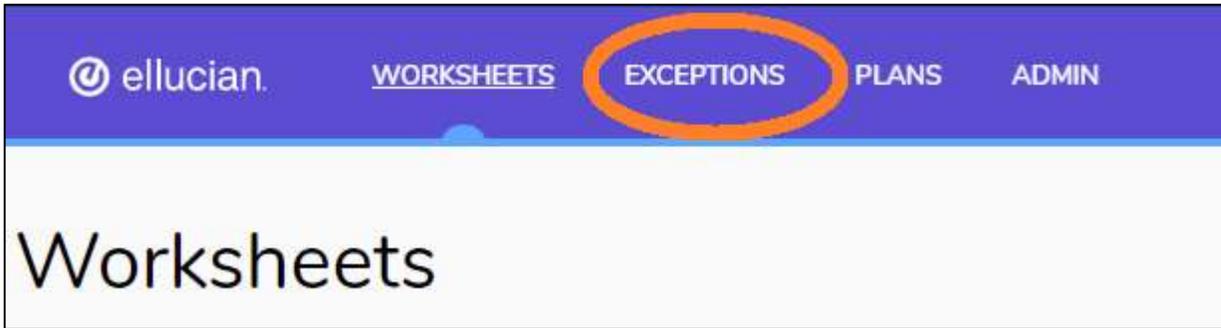
Exceptions are used when an undergraduate advisor or graduate coordinator wants to allow a student to either be waived from a requirement or fulfill the requirement in a way that is different from what is usually pre-scribed for all students in that program.

Generally, exceptions are "course substitutions" where one or several courses are substituted for another when the advisor finds that the learning outcomes, subject matter, and materials may correspond or have significant overlap.

Additionally, exceptions can be used to yield a completed requirement; however, the course with a forced completion will NOT be counted in the student's total credit hours used toward graduation.

Exceptions are granted for individual students/courses and will not alter the official degree requirements for any other student in that catalog year. To change a program requirement for all students, academic departments must complete a Change of Curriculum.

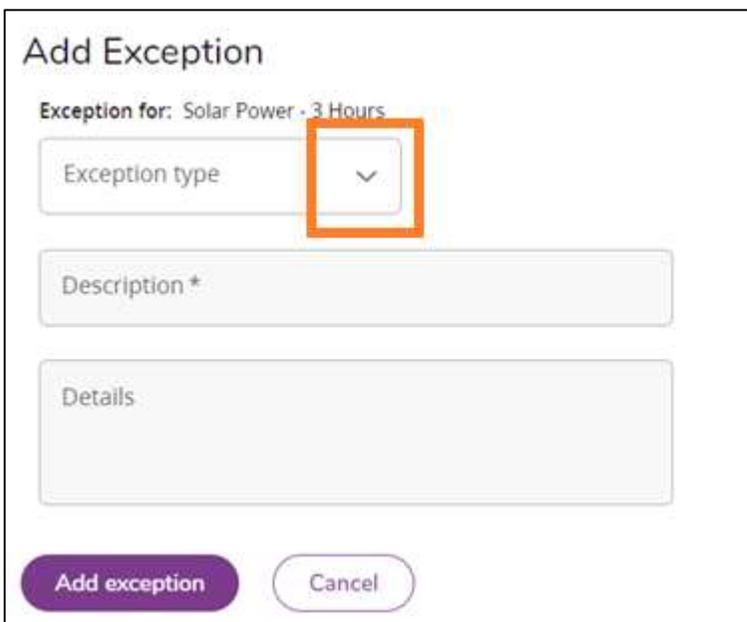
Once logged in to DegreeWorks, you will see the Exceptions tab in the top menu area. Click on the word Exceptions and enter the student's K Number in the Student ID text box.



Scroll down to the course you would like to apply an exception to. Click the plus sign (+) next to the course.



The "Add Exception" pop-up will appear. Click on the drop down menu for the Exception type.



Choose the exception type.

Types of exceptions:

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

**Note:** Preferred methods of placing an Exception are highlighted in Red.

**Also Allow**

This exception is used when you would like a requirement to allow more choices. For example, if the requirement is 10 credits in BIOL 2000:6999, and you want to allow BIOL 1510 to apply.

**Substitute**

This exception used as a one for one substitution. In other words, you are replacing one required course with a different course of your choice. The course you use to substitute can be in-progress or already completed.

**Apply Here**

This exception moves a course from one area to another, regardless of where Degree Works has determined the best fit.

**Force Complete**

Functions as a complete waiver of a requirement and should only be used in rare instances. Using this exception indicates that the student no longer needs to complete the requirement. Force complete should be used sparingly because no credits are applied toward the credit totals when used.

The screen will change to input the exception.

Exception type  
Also Allow

Allow  
Subject\* ABCD  
Number\* 1234

With  
Qualifier DW Term  
Operator equal to  
Value Spring 2022

Description\*  
Allow ABCD 1234 to apply here.

Details

CANCEL ADD EXCEPTION

For the **Also Allow** exception type, the following criteria is mandatory:

- subject
- course number
- qualifier
- operator
- value
- description

By default, the name of the individual applying the exception and the date it was applied will be included with the description.

After entering in all necessary information, click Add exception.

**Note:** Above screenshot is an example of how an exception can be made.

The exception has now been made.

The screen will change to input the exception.

The screenshot shows a form for creating a 'Substitute' exception. At the top, a dropdown menu is set to 'Substitute'. Below this, there are three rows of input fields. The first row, labeled 'Change', has 'Subject \*' with 'ABCD' and 'Number \*' with '1234'. The second row, labeled 'To', has 'Subject \*' with 'EFGH' and 'Number \*' with '5678'. The third row, labeled 'With', has a 'Qualifier' dropdown set to 'DW Transf...', an 'Operator' dropdown set to 'equal to', and a 'Value' field with 'ABC2345'. Below these fields is a 'Description \*' field containing 'Substitute ABCD 1234 for EFGH 5678' and a larger 'Details' field. At the bottom right, there are two buttons: 'CANCEL' and 'ADD EXCEPTION'.

For the **Substitute** exception type, the following criteria is mandatory:

- subject
- course number
- qualifier
- operator
- value
- Description

By default, the name of the individual applying the exception and the date it was applied will be included with the description.

After entering in all necessary information, click Add exception.

The exception has now been made.

**Note:** Above screenshot is an example of how an exception can be made.

The screen will change to input the exception.

The screenshot shows a form for creating an 'Apply Here' exception. At the top, a dropdown menu is set to 'Apply Here'. Below this, there are two rows of input fields. The first row, labeled 'Apply', has 'Subject \*' with 'ABCD' and 'Number \*' with '1234'. The second row, labeled 'With', has a 'Qualifier' dropdown set to 'DW Grade...', an 'Operator' dropdown set to 'equal to', and a 'Value' field with 'A'. Below these fields is a 'Description \*' field containing 'Apply ABCD 1234 here.' and a larger 'Details' field. At the bottom right, there are two buttons: 'CANCEL' and 'ADD EXCEPTION'.

For the Apply Here exception type, the following criteria is mandatory:

- subject
- course number
- qualifier
- operator
- value
- Description

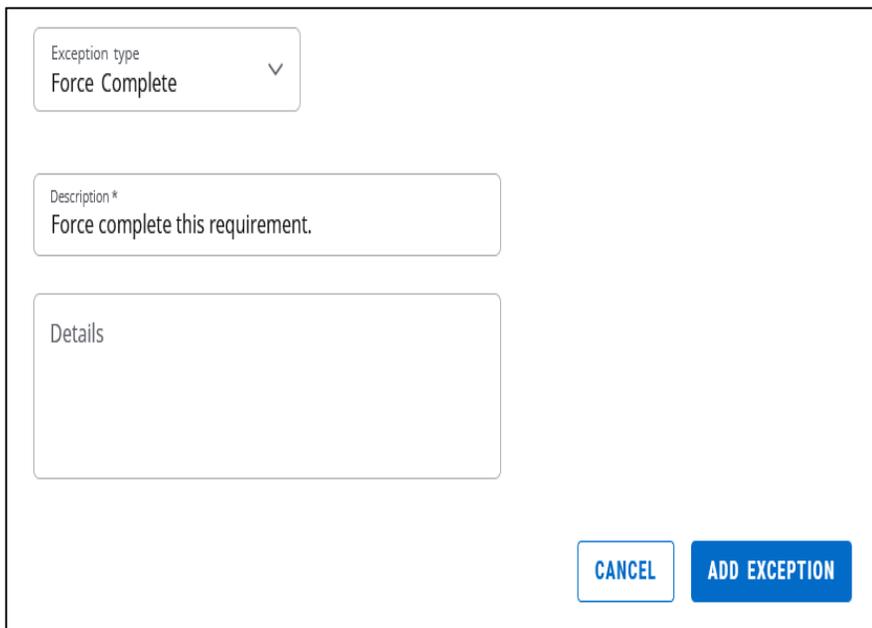
By default, the name of the individual applying the exception and the date it was applied will be included with the description.

After entering in all necessary information, click Add exception.

The exception has now been made.

**Note:** Above screenshot is an example of how an exception can be made.

The screen will change to input the exception.



The screenshot shows a form with three main input areas: a dropdown menu for 'Exception type' with 'Force Complete' selected, a text box for 'Description\*' containing 'Force complete this requirement.', and a larger text box for 'Details'. At the bottom right, there are two buttons: 'CANCEL' and 'ADD EXCEPTION'.

For the Force Complete exception type, the following criteria is mandatory:

- Description

By default, the name of the individual applying the exception and the date it was applied will be included with the description.

After entering in all necessary information, click Add exception.

The exception has now been made.

**Note:** Above screenshot is an example of how an exception can be made.

Click on the Worksheets tab to verify.



Scroll down to the course that needed the exception.

The notation will be placed on who, when, and what was applied.



Requirements planned for Fall 2021						
①	Solar Power - 3 Hours	EEEN 6303	T: Solar Energy: Fund of Photo	IP	(3)	Fall 2021
		<b>Exception by:</b>	Arellano, Veronica	<b>On:</b> 09/14/2021	<b>Apply Here:</b>	EEEN 6303 applied to ESEN 6352
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