How to Process an Exception in DegreeTrack

Go to InsideTrack

Click Student Advisor Self-Service

Search for Advisee

Under Student Profile

Click DegreeTrack

Click Exceptions

On the **Exceptions** screen, select the <u>requirement</u> to which you are applying the exception.

Then, click on the **+ Sign.**

The Add Exception card will open. Select either Force Complete or Substitute

- Force complete waivers the course or requirement when there is no substitution available.
 **Forces the credit to be fulfilled also so be careful when using
- Substitute changes the required course to the course the student has or will have.

Exceptions are specific to the requirement selected. If you waive a course in one requirement IT WILL NOT AUTOMATICALLY WAIVE IT IN OTHER REQUIREMENTS. You would need to complete an **769** reW*3A-23(t) **57(5)** (5)-23)

Processing a Substitution

Select Substitute

Enter the **REQUIRED COURSE**

Enter the course the student took or will take to satisfy the requirement

o Example – Student took a course not on a list of approved electives.

Add **Description** and **Details**. (Students can see these comments.)

Click ADD Exception

Removing an Exception

Go to the Exceptions tab, scroll to the bottom of the screen to

Find the **Exception** you made.

Click the Trash Can icon to delete the Exception



Look for Exception Removed



Return to the Worksheet

Note the Exception is gone

Go to next page for full list of Exception types

(not all are in current use as of 02/28/24)