

## Degree Works Exception Form

### Advisors: Entering a Degree Works Exception Request

Academic advisors can enter requests online in the Degree Works online form by navigating to the Faculty > Forms area of the Student Registration and Record Services web site. The current form allows entry of up to five exceptions per student.

1. Access the Degree Works Exceptions form from the Faculty > Forms area of the SRRS site.

- **Degree Works Exceptions**  
Academic advisors are able to request degree audit exceptions for the Degree Works by submitting a Degree Audit Exception form. This process is used when the advisor, department chair and associate dean determine that it is acceptable to deviate from a major, minor, degree or program requirement.

2. Select the web-based form option.

- [Download the Degree Audit Exception Request \(PDF\)](#) or
- [Use the Online Degree Audit Exception Request \(Web Based Form\)](#)

3. You must be authenticated to use the form. IT will record your name and department and routes the form appropriately. Enter the student information and your role. Your role is important, because it helps to determine where the form is routed next.

1. Student Name \*

Joe Suny

2. Student Cortland ID \*

Enter the Cortland ID without the "C".

C1234567899

The value must be a number

3. Your Role \*

Department support staff should select the role they are supporting for approval or submission.


Advisor

4. Select the academic department for the major, minor or program. This should correspond with the advisor's academic department. For example, if an exception is being submitted for a student pursuing a minor in Psychology, a Psychology Department (PSY) advisor should submit the form.

Select your answer

- African American Studies (AAS)
- Africana Studies (AFST)
- Art & Art History (ART)
- Biology (BIO)
- Chemistry (CHE)
- Childhood & Early Childhood Ed (CECE)
- Comm. Disorders & Sciences (CDIS)
- Communication & Media Studies (COM)
- Cross-Cultural Intercultural Study (CCIS)

5. Indicate if the student will be graduating in the current calendar year.
6. Select the request type. The vast majority of requests are Course Substitutions (Exceptions). This is where one requirement can be fulfilled through the completion of another course or experience.

Type of Request: \* 

*Most requests are substitutions, where the SRRS will substitute one course for another to satisfy a requirement. If your request falls into another category, select "other".*

Select your answer ^

Course Substitution / Special Application (Exception)

Other

7. Click [Next] to continue.
8. Enter the block or requirement area that the request will affect. The title is provided at the top of the block in the dark grey bars. You may also indicate general areas, such as "Liberal Arts" or "Upper Level Coursework" if applicable.

Block or Requirement Area [Exception 1] \*

*The title is provided at the top of the block in the dark grey bars, as shown in this example (below). You may also indicate general areas, such as "Liberal Arts" or "Upper Level Coursework" if applicable.*

■ Major in Anthropology
Catalog Term: Spring Semester 2020  
GPA: 0.00

9. The specific course or requirement within the block identified must now be entered. This is the existing course or specific requirement you will replace (substitute) or the requirement that you will apply a course or action to.

Course or Requirement to Affect [Exception 1]

*This is the existing course or specific requirement you will replace (substitute) or the requirement that you will apply a course or action to, as shown in the example (below).*

*In this example, you may indicate "ANT 103" as the course, or "Archeological Principles in Cultural Context" as the title. Using the title is particularly helpful when you can fulfill the requirement with a range of courses.*

☐ Archeological Principles in Cultural Context

Still Needed: 1 Class in ANT 103

10. Enter the course to apply to the requirement. This is the new course that will replace a listed course or be placed in the block or requirement area. If you are providing a course that was fulfilled using transfer work, please list the Cortland equivalent course, not the course from the transfer institution.

9. Course/Action to Apply [Exception 1]

*This is the new course that will replace a listed course, or be placed in the block or requirement area.*


*NOTE: If this is transfer work, please list the Cortland equivalent course, not the course from the transfer institution.*

11. If you need to include additional notes or clarifications for the department chair or Student Registration and Record Services, you may enter it in the notes field.

10. Additional notes or instructions (optional). [Exception 1]  
*Include additional detail, if required.*

Enter your answer

12. If you have another exception for the same student, you may select “Yes” for the additional exception question. If you do not, select “No”. Click the [Next] button.

Do you have an additional exception? 

Select your answer ^

No

Yes

[Back](#) [Next](#)

13. If you selected “Yes”, you will repeat the steps above for each additional exception. If you selected “No” you will be presented with the final page. You can optionally include supporting materials if needed (examples: course syllabus, email correspondence) and provide any additional details or reasons.
14. Click [Submit]. You will receive a confirmation that your request was sent.