## **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.

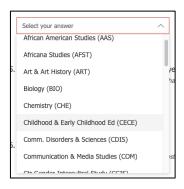


2. Select the web-based form option.

- <u>Download the Degree Audit Exception Request (PDF)</u> or
   <u>Use the Online Degree Audit Exception Request (Web Based Form)</u>
- 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.



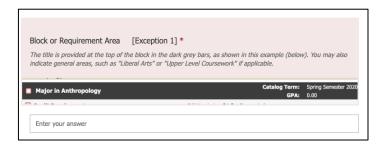
4. Select the academic department for the major, minor or program. This should correspond with the advisor's academic department. For example, if an exception is being submitted for a student pursuing a minor in Psychology, a Psychology Department (PSY) advisor should submit the form.



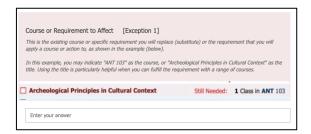
- 5. Indicate if the student will be graduating in the current calendar year.
- Select the request type. The vast majority of requests are Course Substitutions (Exceptions). This is where one requirement can be fulfilled through the completion of another course or experience.



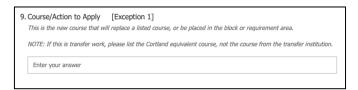
- 7. Click [Next] to continue.
- 8. Enter the block or requirement area that the request will affect. The title is provided at the top of the block in the dark grey bars. You may also indicate general areas, such as "Liberal Arts" or "Upper Level Coursework" if applicable.



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.

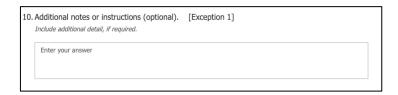


10. Enter the course to apply to the requirement. This is the new course that will replace a listed course or be placed in the block or requirement area. If you are providing a course that was fulfilled using transfer work, please list the Cortland equivalent course, not the course from the transfer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



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.

## Online Form Processing Manual



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.



- 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.