

# Guidelines for Making Degree Works Exceptions

## Introduction

Degree Works is the University of South Alabama's degree audit system. Degree Works matches student's coursework with degree requirements and shows how the courses apply toward the student's degree.

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Apply Here moves a course from one area to another. This exception should only be used in rare circumstances as it will lock a course to a requirement.

Substitute is an exception that is used as a one for one course substitution. The course used to substitute can be in-progress or already completed. If there is a course restriction (e.g., minimum grade of B or better), and the substituted course does not meet that rule after the grade has posted, the exception will not be enforced.

Remove Course/Change the Limit changes credit limits or the number of courses required. This exception is generally used for partially completed requirements with department approval (e.g., a student receives authorization to satisfy a requirement with 3 credit hours as opposed to the required 4 hours).

## Documenting Exceptions

Although most exceptions require documentation, some do not. In particular, Remove Course and Change the Limit exceptions, when made to insure audit functionality, do not require documentation to enter. Note however, that any adjustment that changes the hours in a program *does* require supporting documentation.

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### Individual Program exceptions

Program exceptions for an individual student should normally be documented with a program exception form completed and signed by the appropriate department chair. An email from a department chair or note in Degree Works from the department chair may also serve as documentation for exceptions made

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Exceptions to general education requirements should always be made in a way that conforms with the intent of the Articulation and General Studies Committee's (AGSC) area descriptions, which are as follows:

*Area I - Written Composition.* Effective written communication skills are essential in a literate society. Minimum requirements include at least 6 semester hours in written composition.

*Area II - Humanities and Fine Arts.* Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. Minimum requirements include at least 12 semester hours in humanities with a minimum of 3 semester hours in literature\*, 3 semester hours in the arts, and the remaining semester hours from the humanities and/or fine arts. In addition to literature, disciplines in the humanities include, but are not limited to, philosophy, religious studies, speech, foreign languages, art, music, theatre, and dance.

Courses should be broad in scope and content rather than specific and should emphasize a global perspective. Courses in the arts should emphasize history and appreciation rather than performance. Examples in the humanities and fine arts include, but are not limited to, world literature, art history, music appreciation, comparative religions, and history or origins of dance.

*Area III - Natural Sciences and Mathematics.* Study in the natural sciences and mathematics emphasizes the scientific method and applies quantitative or inductive reasoning. Minimum requirements include at least 11 semester hours with at least 3 semester hours in mathematics\*\* at the pre-

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- substituting a different area for the required general education course (e.g., substituting a humanities course for a natural science and mathematics requirement);
- substituting a junior- or senior-level course (300 or 400 level) to satisfy a general education requirement;
- a substitution into the written composition area, or;
- substituting with a variable topics course.

Document these types of general education exceptions using the Authorization for General Education Program Adjustment form, available on the Academic Affairs forms page. Appendix C, below, provides some specific examples of general education exceptions that require the use of the General Education Program Adjustment form, as well as examples that do not require it.

Approved General Education Program Adjustments should be uploaded by the advisor in Xtender to the student's degree file, and the adjustment entered by the advisor in Degree Works.

### Hours or other exceptions

Adjusting hours for program requirements (major or minor) requires documented approval from the student's department chair.

AGSC state minimum hours for General Education requirements must be met. Degree program total hours requirements cannot be adjusted below the minimum specified by SACS-COC (currently 120 hours for a Bachelors's degree).

### Making Scribe Change Requests for Frequent Exceptions

If you find you are making exceptions of the same type repeatedly, a scribe change request in Degree Works may be appropriate. Please coordinate scribe change requests with Bulletin revisions. Scribe change requests can be sent to: [degreeworks@southalabama.edu](mailto:degreeworks@southalabama.edu).

## Appendix A

### How to Log into ApplicationXtender

ApplicationXtender is an online application the USA Registrar's office uses to archive student information on a digital platform for easier access to those qualified. This appendix manual will take you through each step to access this website.

1. Go to the University of South Alabama's homepage (<https://www.southalabama.edu/>) and locate the BLACK BANNER at the top of

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5. After logging in, you will be taken to the Banner 9 Dashboard. Enter the code SGASTDN into the SEARCH BAR to continue.

*NOTE: SGASTDN is one of the many ways to get to ApplicationXtender.*

6. Once you have entered into this particular search engine, go to the top right hand corner and select RETRIEVE (*Alt+R*) on the blue banner.

7. You now have access to Application].4 Td(7a0ET)-5 (p)-4 (l66\* nBT/TT2.Fg(at)4 ( )-3 af)-4 f4 (o)7E1C Q7



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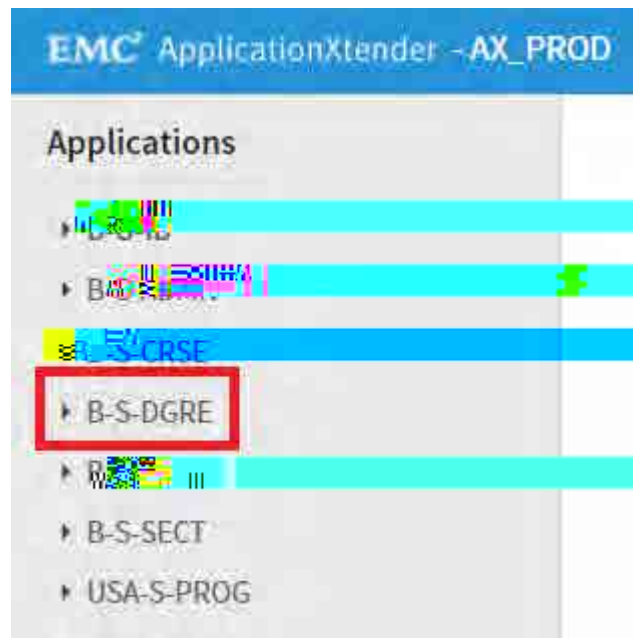
## Appendix B

### How to Add Documents to ApplicationXtender

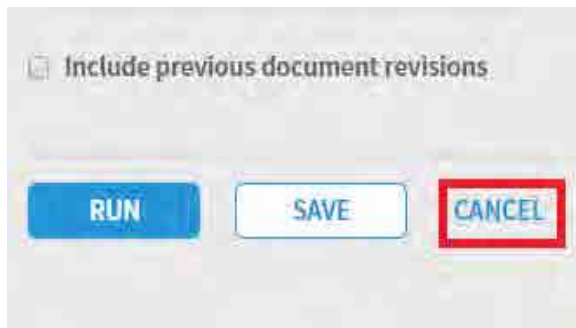
Now that you know how to access ApplicationXtender from Appendix A, you need to know how to add documents to categories so you can complete your indexing batches. These instructions will take you step by step through the process.

*NOTE: You must be logged into ApplicationXtender to follow these instructions.*

1. Select the B-S-DGRE application.



2. Locate the blue words at the bottom of the greyed out menu and select



CANCEL. This will remove the New Search from your screen, leaving you with a blank page that says B-S-DGRE BANNER STUDENT DEGREE.

3. In the far right of the screen there are two blue icons that you can select.

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4. Select the filing cabinet icon then select UPLOAD NEW DOCUMENT.

*NOTE: Selecting NEW DOCUMENT will assign everything in the file you uploaded to a single Jag number when indexing while NEW BATCH allows for flexibility when indexing different documents for*

*different students.*

5. A small window will appear where you are prompted to select the desired APPLICATION category, NAME of the document and the FILE you will be importing. Fill these out according to the document you are indexing.

## Appendix C

### Examples of General Education Exceptions

The examples below are intended to provide guidance in making exceptions in general education Areas II-IV.

Examples marked below as "Acceptable – no review required" illustrate exceptions that could be made without further review. Note that examples of acceptable exceptions may still require documentation in Degree Works as described under Documenting Exceptions, above.

Examples flagged below as "Review Required" are questionable in some way and would not normally be allowed. In exceptional cases, and advisor or department chair may nonetheless feel an exception is justified. In such cases, approval should be requested and received using the Authorization for General Education Program Adjustment form, prTjET0ram, pr0

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### Review required

EH 241- Literature of the Supernatural is too narrow in scope to satisfy the Literature requirement. This course could be used as a Humanities elective without paperwork. An exception should only be entered for courses such as this if it has been approved using the Authorization for General Education Program Adjustment form.

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## Fine Art Examples

### Acceptable – No review required

The example below, MUS 105, was not equated to MUL 101 – Introduction to Music because MUS 105 is only 2 hours, however, this course is acceptable as satisfying the Fine Art requirement in Area II.

### Acceptable – No review required

The survey course below, THR 102, is broad in scope and aligns with the Fine Art requirement in Area II. It also satisfies the requirement for a survey course in the Humanities.

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## Area III, Natural Sciences and Math

### Lab Science Examples

#### Review Required

Although both examples below are lower level lab science courses, they do not meet the standard Physical Science criteria. In both cases, the course is vocationally-specific and a component of a vocationally-specific major. An exception should only be entered for courses such as these if they have been approved using the Authorization for General Education Program Adjustment form.



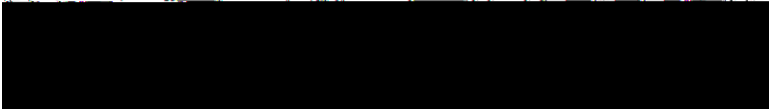
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### Acceptable – No review required

Both examples below are non-vocationally oriented lab science courses in the area of Physical Science.

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**Course Description:** This seminar demonstrates how laboratory and field research play an essential role in the understanding and advancement of science. Several multidisciplinary experiments and exercises are performed.



In the case of NEW 243 – Interdisciplinary Sciences, a quick review of the course description found on the syllabus online, above, verified that it included a lab.

### Math Examples

#### Review Required

Although the course below is college level, its content is not comparable to MA 110 or MA 112. An exception should only be entered for courses such as this if it has received approval using the Authorization for General Education Program Adjustment form.

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### Acceptable – No review required

As the description shows, MGF 1106 is a college level math course at or above the level of MA 110 at USA.

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## Area IV

### History

Acceptable – No Review Required