EXCEPTION PROCESSING IN BANWEB

Advisors may make exceptions to degree requirements as approved by the department curriculum coordinator or department chair. Requests for exceptions to general education are submitted to and processed by Degree Services with approval from the Provost office.

It is recommended a degree audit is run prior to making the exception and then again after making the exception. Exceptions are made in Banweb and are available for:

- Adjusting major requirements
- Adjusting concentration requirements
- Adjusting Gen Ed department required course
- Restricting courses from Gen Ed HASS area
- Adjusting free elective credits
- Adjusting minor requirements (Note: The only exception to be used in the minor check area, the last sub-requirement of each minor, is to ADD a course.)

Advisor access is limited to only those programs they advise.

At the bottom of each exception screen is a menu with the following links:

- **ID Selection** – Allows you to choose another advisee
- **All Exceptions** – Allows you to view any exceptions entered for the student
- **Program Selection** – Brings you to the form showing the student’s current programs
- **Run Audit** – Allows you to run an audit
**ADD A COURSE**

This function is used to either add a course that is not on the sub-requirement’s course list OR add a course AND credit to a sub-requirement with no course list.

Select the **Add** button in the appropriate sub-requirement.

Select the course prefix using the ‘Subject’ drop-down menu and select the course number using the ‘Number’ drop-down menu.

*Memo field:* The memo field is available for entering notes regarding the exception. This may come in handy if you want to enter a comment about approvals or reason for the exception.

Whether or not you enter verbiage, this field will automatically be filled by the system and a standard message printed on the audit. Ex: If substituting HU2645 for HU2701, the memo and message on the audit will read “Sub HU2645 for HU2701”. If you DO enter specific notes, the note will appear in the memo field and be saved for reference.

To complete the exception, you will have the option of selecting **Add This Course** or **Add Course + x Credits**.

**Add This Course** simply adds the course to the area and/or existing course list. This option is generally used in sub-requirements where there is a course list and a required credit count, but you may wish to use a course that is not on the course list.

**Add Course + x Credits** adds the course PLUS the course credit to the area. This option is used in sub-requirements where there is a course list *and* a required credit count and you wish to add a course that is not in the course list AND you wish to increase the credits required for the sub-requirement by including the credit value of the course.

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**Student Exception Processing for:**

**Program:**

Major: Exercise Science

**Requirement:**

Major Requirement - 81 credits -> Sub-Requirement 1

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### Add a Course

**Subject:** CH  
**Number:** 1160  
*University Chemistry II (3 credits)*

**Memo:** Type supporting documentation here

24 characters entered and 216 characters remaining

**Add This Course**  
**Add Course + 3 Credits**

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The system will automatically insert text if a memo is not inserted.

Use this option to add a course to the area. The overall credit requirement will not increase.

Use this option to add a course AND increase the overall credit count in the area.
RESTRICT A COURSE

This function is used to restrict a course from being used in the sub-requirement.

Select the Restrict button in the appropriate sub-requirement

Select the course to restrict from the ‘Course’ drop down menu

Enter a memo, if desired

To complete the exception, select Restrict This Course

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: Exercise Science</td>
<td>Major Requirement - 81 credits -&gt; Sub-Requirement 1</td>
</tr>
</tbody>
</table>

**Restrict a Course**

- **Course**: BL 2021 
  Anatomy & Physiology II Lab (1 credits)
- **Memo**: 0 characters entered and 253 characters remaining

[Waive This Course]

WAIVE A COURSE

This function is used to waive a course and course credit from a sub-requirement.

Select the Waive button in the appropriate sub-requirement

Select the course to waive from the ‘Course’ drop down menu

Enter a memo, if desired

To complete the exception, select Waive This Course

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: Exercise Science</td>
<td>Major Requirement - 81 credits -&gt; Sub-Requirement 1</td>
</tr>
</tbody>
</table>

**Waive a Course**

- **Course**: EH 3050 
  Introduction to Athletic Training (3 credits)
- **Memo**: 0 characters entered and 253 characters remaining

[Waive This Course]
COURSE SUBSTITUTION

This function is used to substitute one course for another or multiple courses for one course.

The system cannot accommodate substituting one course for two, but it will sub two for one. To make the one-for-two exception work, waive one of the courses and substitute the other – then personalize an exception, if necessary, with verbiage in the memo field to indicate why the course was ‘waived’.

Select the button in the appropriate sub-requirement

Select the course to be substituted from the ‘Course’ drop down menu

Select the course substitution from the ‘Subject’ menu under the ‘Substitute With the Following Course(s)’ area

Enter a memo, if desired

To complete the exception you will have the option to select ‘Substitute Course’ (when substituting one for one) OR ‘Add Another Course’ (to use multiple courses to substitute for the original course).

<table>
<thead>
<tr>
<th>Program</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major: Computer Science - Concentration:</td>
<td>Computer Science - Computer Systems Major</td>
</tr>
<tr>
<td>Computer Systems</td>
<td>Requirements - 54 credits</td>
</tr>
<tr>
<td></td>
<td>Sub-Requirement 1</td>
</tr>
</tbody>
</table>

**Substitute a Course**

- **Course:** CS 3141 ▼ Team Software Project (3 credits)
- **Substitute With The Following Course(s):**
  - (1) **Subject:** CS ▼ **Number:** 3331 ▼ Concurrent Computing (3 credits)

**Memo:**

5 characters entered and 250 characters remaining.

- Substitute chosen course. Credit requirement for the area will adjust if credit value is different.

- Add Another Course

- Clear Sub Courses

- Allows a “two for one” substitution – a second course to sub for the required course. Credit value will adjust.

This will clear the substituted course(s) and allow you to begin over.
INCREASE OR DECREASE CREDIT

This function is used to add or reduce credit in a sub-requirement.

Select the button in the appropriate sub-requirement.

Using the ‘Credit Hours’ drop down menu, select a positive or negative number to INCREASE or REDUCE the area’s current required credit count.

Enter a memo, if desired

To complete the exception, select Increase/Reduce Credit Hours
NICE TO KNOW

- Course application – Keep in mind that courses fulfill requirements based on first taken, first applied.

- When you add a course to an area, it’s added to the course list.

- If a student has taken a course in the course list but they do not want to use it in that requirement, if it was taken prior to when they took the course you ADD, the unwanted course will still apply to the requirement. The only way to not have it apply is to restrict if from the requirement.

- Memo’s – When adding a memo, you may wish to start the memo with the code of the program you are adjusting. Ex: if you are the advisor to the Mechanical Engineering department, you may want to enter your memos as:

  EME: allowing CHU8888 for organic chem lab

This will help to determine which exceptions are yours when you go back to review all of the student’s exceptions, particularly when a student is enrolled in multiple majors and/or minors and minors.

- Once an exception is completed and you’re ready to start another, don’t use the ‘back’ button on your computer. Instead, select one of the options located at the bottom of each form (ID Selection, All Exceptions, Program Selection, Run Audit, View Audits).

- Credit Values – The credit values for sub-requirements will be adjusted with your exception.

  o When you waive a course the course and credit will be waived, the sub-requirement will not show that the credit needs to be made up.

  o When you substitute a 3 credit course for a 4 credit course, the credit requirement for the area will be reduced by 1 credit. If you wish to require the student to make up the missing credit in the same sub-requirement (as opposed to free electives, if necessary), you will need to add 1 credit to the sub-requirement.

- Adding a course to an area that has a course list is not uncommon. However course processing rules apply – which means if the student took a course(s) that is in the course list and it was taken first, it will likely pull that course in before it includes the course you are adding. If you run into this situation, you may need to ‘restrict’ the unwanted (course listed) course(s). Always run an audit when you are done to be sure the exception applied correctly.

Rule of thumb - Once an exception is made, run an audit to confirm the adjustment has been appropriately applied.