Processing Exceptions in myProgress
Exceptions
aka Student Adjustments in Degree Evaluation (DE)

• There are various types of exceptions in Degree Works (DW)
  • Three exceptions can be done locally by GPCs (Substitute, Also allow, Apply here)
  • Two exceptions are done centrally by ES (Force Complete, Remove Course or Change the limit)
• Access to the “Exceptions” tab has only been given to GPCs and GPDs in each department
Processing Exceptions

Done by GPCs

Types of Exception:
- Substitution
- Also Allow
- Apply Here

Obtain GPD approval for all exceptions

Apply the exception directly on the Student’s DW worksheet

Done by DE

Types of Exception:
- Force Complete
- Remove Course or Change the limit

Obtain GPD approval for all exceptions

GPC submits request by:
- email to degeval.es@mcgill.ca with copy to myProgress.gps@mcgill.ca
- OR by web form at: https://www.mcgill.ca/gps/substitution-exemption-form

DE applies the exception to the Student’s DW worksheet
Choosing the Exceptions (processed by GPCs)

<table>
<thead>
<tr>
<th>When to use this exception</th>
<th>Substitution</th>
<th>“Also Allow” (recommended) or “Apply Here”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If you have one or more specific courses listed in Degree Works (without the wildcard symbol @), that you need to replace with another course.</td>
<td>If the student is approved to take a course to fulfill a program requirement that consists of a range of courses (e.g., when you see the @ symbol)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The unit wants to allow more choices to fulfill a program requirement (e.g., if a 500-level course is required, but the student takes a 600-level course)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval required</th>
<th>The replacement course needs to be approved by the GPD before processing the exception.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>When to process the exemption</th>
<th>Process the exception after or while the student completes the course.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>It is recommended to ensure that students records are up to date by the end of each term.</td>
</tr>
</tbody>
</table>
Exceptions
(processed by GPCs)

Substitution
A substitution means the student is permitted to replace an existing course in the program with another approved course (i.e. substitute course XXX with course YYY).

Example: the requirement is EPIB 681 or NUTR 606 or SOCI 600, but the GPD decided that BINF 531 is suitable to replace EPIB 681.
### Graduate-level Statistics Course
- AEMA 610  Statistical Methods 2  
  - REGD  (3)  
  - Fall 2017

### Graduate-level Research Methods Course
- BIINF 531  Statistical Bioinformatics  
  - REGD  (3)  
  - Winter 2018

#### Exception By: Fabito, Vanessa D  On: 13-Sep-2017
- **Substitution**: BIINF 531 approved as a Sub for EPMB 681

### Graduate-level Courses
- **Courses chosen in consultation with the supervisory committee**
- **Still Needed**: See Degree Progression Milestones section

### Degree Progression Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Still Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Committee Approved</td>
<td>Supervisory committee formed and approved.</td>
</tr>
<tr>
<td>Program of Study</td>
<td>Program of study reviewed and approved</td>
</tr>
<tr>
<td>Progress Tracking Master's Year 1</td>
<td>Academic Progress Review Year 1</td>
</tr>
<tr>
<td>Progress Tracking Master's Year 2</td>
<td>Academic Progress Review Year 2</td>
</tr>
<tr>
<td>Progress Tracking Master's Year 3</td>
<td>Academic Progress Review Year 3</td>
</tr>
</tbody>
</table>

McGill requires annual progress tracking toward the degree. Each milestone is only met when the student’s progress has been judged satisfactory. If necessary, additional progress review milestones may be added to the student’s requirements until degree completion.

### Courses Not Applicable to Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>REGD</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTEC 535</td>
<td>Functional Genomics/Model Org.</td>
<td>REGD</td>
<td>Winter 2018</td>
</tr>
<tr>
<td>AEMA 610</td>
<td>Statistical Methods 2</td>
<td>REGD</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>BIINF 531</td>
<td>Statistical Bioinformatics</td>
<td>REGD</td>
<td>Winter 2018</td>
</tr>
</tbody>
</table>

**Exceptions**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Date</th>
<th>Who</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitution</td>
<td>BIINF 531 approved as a Sub for EPMB 681</td>
<td>13-Sep-2017</td>
<td>Fabito, Vanessa D</td>
<td>RA009624</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Exceptions (processed by GPCs)

Also Allow

• Both the “Also allow” and “Apply here” exceptions can be used when there are a range of courses offered, but you would like the requirement to have more choices. The exceptions enables you to “add” another course to fulfill a program requirement.
  • For example, if the requirement is 6 credits in BIOL 500, or 600-level courses and you want to allow a BIOL 700-level course to apply.

• GPS recommends using “Also allow” as opposed to “Apply here”.

• “Also Allow” allows for flexibility. The auditor (the Degree Works “Brain”) will use a ‘best fit’ logic to place the course in the Degree Works sheet.
  • For example, with “Also Allow”: If the student should take a BIOL course at the 500 or 600 level at a later date, the 700-level course will fall to the bottom of the worksheet into Courses Not Applicable to Program and the 500/600 level course will fulfil the requirement.
Example: The complementary course requirement is ENVR 519 or 544 or 620 or 622 or 630 or 680 or @ COMM_APPRD. The GPD decided to permit GEOG 501 to fulfil the complementary course requirement.
### Bioresource Engineering: Environment (PhD)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Ph.D. Exam</td>
<td>BREE 701</td>
<td>Ph.D. Comprehensive Examination</td>
<td>A</td>
<td>0</td>
<td>Winter 2013</td>
</tr>
<tr>
<td>Seminar Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Seminar Ph.D. 1</td>
<td>BREE 751</td>
<td>Departmental Seminar Ph.D. 1</td>
<td>A</td>
<td>0</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Departmental Seminar Ph.D. 2</td>
<td>BREE 752</td>
<td>Departmental Seminar Ph.D. 2</td>
<td>A</td>
<td>0</td>
<td>Winter 2012</td>
</tr>
<tr>
<td>Departmental Seminar Ph.D. 3</td>
<td>BREE 753</td>
<td>Departmental Seminar Ph.D. 3</td>
<td>A</td>
<td>0</td>
<td>Fall 2012</td>
</tr>
<tr>
<td>Departmental Seminar Ph.D. 4</td>
<td>BREE 754</td>
<td>Departmental Seminar Ph.D. 4</td>
<td>A</td>
<td>0</td>
<td>Winter 2013</td>
</tr>
<tr>
<td>Foundations of Environmental Policy</td>
<td>ENVR 610</td>
<td>Foundations of Env Policy</td>
<td>B+</td>
<td>3</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Environmental Seminar 1</td>
<td>ENVR 650</td>
<td>Environmental Seminar 1</td>
<td>A</td>
<td>1</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Environmental Seminar 2</td>
<td>ENVR 651</td>
<td>Environmental Seminar 2</td>
<td>A</td>
<td>1</td>
<td>Winter 2012</td>
</tr>
<tr>
<td>Environmental Seminar 3</td>
<td>ENVR 652</td>
<td>Environmental Seminar 3</td>
<td>P</td>
<td>1</td>
<td>Winter 2014</td>
</tr>
<tr>
<td>COMPLEMENTARY COURSE</td>
<td>GEOG 501</td>
<td>Medellin Environmental Systems</td>
<td>A-</td>
<td>3</td>
<td>Fall 2012</td>
</tr>
</tbody>
</table>

**Exception By:** Fabio, Vanessa D

**On:** 13-Sep-2017

**Also Allow:** GEOG 501 permitted as Comp Course

**Still Needed:** See Degree Progression Milestones section
Force Complete
(done by Degree Eval team)

• “Force Complete” is a very powerful exception and should be among the least used exceptions.

• This exception waives a program requirement entirely. For example, a student who does not need to complete a requirement in the PhD program based on having taken applicable course(s) during their M.Sc. at McGill.

• “Force Complete” forces a program requirement to be met, but no credit is applied to the total credits required for the degree. For this reason, this is exception is usually only applied in PhD programs. It is a department decision whether or not to make up the credits with another course.

• For credit counting degrees (i.e. Master’s): They need to take another course of equal or more credits, because the credit must always be made up.
Example of Force Complete

Actual DE Student Adjustment requested from department using the web form

“Re-assign a course to fulfill a specific program requirement.”

Course number: NUTR 695

Comments/Rationale: “The student took the seminar in the Fall 2016 during her Masters and she now fast tracked to the PhD which has the same requirement and it was approved that it will apply to her PhD.”
Example of Force Complete

### Academic History

<table>
<thead>
<tr>
<th>Classification</th>
<th>Thesis Full-time</th>
<th>Major</th>
<th>Human Nutrition -T</th>
<th>Registration holds</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisors</td>
<td>Chevalier, Stephanie (Primary)</td>
<td>Concentration</td>
<td></td>
<td>Curriculum year</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Morais, Jose A (Graduate Co-Supervisor)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall GPA</td>
<td>0.00</td>
<td>Terms of admission</td>
<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor committee</td>
<td>View committee information</td>
<td>PHD entry year</td>
<td>PhD2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Legend

- **Complete**
- **Not Complete**
- **In progress**
- **Prerequisite courses**
- **Course is included in credits and included in the GPA**
- **Course is included in credits and excluded from the GPA**
- **Course is excluded from credits and included in the GPA**
- **Course is excluded from credits and excluded from the GPA**

### Doctor of Philosophy Degree Requirements

### Catalogue Terms: FALL 2017

**Click here to access McGill's Graduate Program Requirements webpage**

A minimum grade of B- is required for all courses in this program.

No more than one-third of coursework of a McGill student's degree can be credited with courses from another university, or in certain circumstances another degree.

An online academic integrity tutorial must be completed within the first semester.

### Human Nutrition (PHD)

#### Catalogue Terms: FALL 2017

- **Still Needed:** 1 Credit in NUTR 701
- **Still Needed:** 1 Credit in NUTR 695
- **Still Needed:** 1 Credit in NUTR 796
- **Still Needed:** See Degree Progression Milestones section

#### Degree Progression Milestones
Force Complete - Completed
Remove Course and/or Change the Limit
(done by Degree Eval team)

• Change the Limit is useful for changing credit limits or the number of courses required.
• For example, if you would like to allow a student to complete a four-course requirement with only three courses completed, this would be the best exception to use.
How to enter an exception

1) Go to Degree Works.
2) Enter student ID.
3) Click on Exceptions.
How to enter an exception

4) Choose ‘Type’.

5) Click ‘Load’.

Enter the information for the selected exception type (Substitute, Also Allow) in the appropriate blocks (steps available in next slides), then click on Add Exception.

Please note: Best practice is to use the description field to record what was done on the worksheet. Click on the ‘Note’ icon next to the Description field to add a note that the student will be able to read. For example “ECON 666 is an acceptable course for this requirement”.
How to do the exceptions: Substitute

1. Find the program requirement in the audit where the exception will be performed. Click into the radio button.

2. Type in the course subject code and number that you want to replace, and the course subject code and number of the course that it will be replaced with. (Disregard the second line beginning with ‘With’.)

3. Add a brief description in the Description field such as, ‘Course XXX approved as substitution for Course YYY’, then click “Add Exception.”

4. You will see an image stating “your exception has been added to the database successfully”. Click OK.

5. To assure the exception appears correctly, you can either click the tab at the far right “Run New Audit” or go back to the student’s worksheet and click “Process New”.

Graduate and Postdoctoral Studies (GPS)
How to do the exceptions: Also allow

1. Type in the course Subject and Number that should be applied to a program requirement (see screenshot below.) (Disregard the second line beginning with ‘With’.)

2. Scroll to where in your program requirements you want that course to be applied and click on the radio button.

3. Add a brief description in the Description field, then click “Add Exception.”

4. You will see an image stating “your exception has been added to the database successfully”. Click OK.

5. To assure the exception appears correctly, you can either click the tab at the far right “Run New Audit” or go back to the student’s worksheet and click “Process New”.

Graduate and Postdoctoral Studies (GPS)
How to remove exceptions

Click on the **Exceptions Tab** in the individual student worksheet.

Scroll down to the bottom of the worksheet and select the exception to be removed.

Click on the “Remove Exception” tab, then the “Run New Audit” Tab or go back to the student’s worksheet and click “Process New”.

Graduate and Postdoctoral Studies (GPS)