

McGill University

myProgress Exceptions

How to process and remove exceptions

Using myProgress Exceptions

Please refer to mcgill.ca/myprogress for details on the myProgress degree audit tool.

Some McGill staff have been given access to perform “exceptions” to myProgress student degree audits for students admitted in Fall 2019 or later. Exceptions are granted if a completed course does not fit the official degree requirements programmed in myProgress, but an advisor or program director deems it a suitable replacement for an existing requirement. Exceptions to program requirements are an academic decision and must first be approved by the proper person/committee at the Department or Faculty level. Any exception applied to a student’s audit will remain on record as long as the student remains in the affected program.

The Enrolment Services Degree Evaluation Team encourages you to take advantage of exceptions only when necessary and approved, and are happy to offer support and advise on best practices: degeval.es@mcgill.ca.

Exception Types

SUBSTITUTE

Substitutions are used as a one for one substitution. In other words, to replace one required course with another approved course. The course used to substitute can be in-progress or already completed.

ALSO ALLOW

“Also Allow” is used when you would like a requirement to allow more choices. For example; if the requirement is 6 credits in BIOL 200- or 300-level courses, but you want to allow a BIOL 400-level course to apply. If the student should take a BIOL course at the 200 or 300 level at a later date, the 400-level course will fall to the bottom of the worksheet into *Elective Courses/Credits* and the 200/300-level course will fulfil the requirement. (This was called a *Target* in the previous degree evaluation advising tool.)

APPLY HERE

“Apply Here” moves a course from one area to another, regardless of where the auditor has determined the “best fit” for the course. Using the example above, the requirement is 6 credits in BIOL 200- or 300-level courses, but you want to allow a BIOL 400-level course to apply. Once applied, the 400-level BIOL course will not move to the bottom of the worksheet, but will stay in place even if the student has taken a 200/300-level course in a later term. (This was called a *Target* in the previous degree evaluation advising tool.)

How to Process Exceptions in myProgress

Note: For all exception types, begin with steps 1-5 below.

1. Access the student's myProgress worksheet (log in to myProgress via [Minerva](#) > SR Admin > myProgress (Graduate Milestones Management)).
2. Click the **Exceptions** tab in the individual student worksheet.



3. Scroll down to the requirement to which you wish to apply an exception (ex.: a Required Course or Complementary Course).
4. Click on the plus (+) sign to the left of the requirement.

A screenshot of the 'Minor Concentration Communication Studies' page. At the top right, there is a red 'INCOMPLETE' status box. Below the title, it shows 'Credits required: 18', 'Credits applied: 0', and 'Catalogue term: FALL 2019'. A message states: 'Unmet conditions for this set of requirements: You have taken 0 credits but still need 18 more.' Under 'Block Qualifiers', there are two items: '+ 18 Credits' and '+ MINGRADE 2.0'. A summary shows 'Block qualifiers: 18 Credits MINGRADE 2.0'. Below this is a section for 'REQUIRED COURSE' with a red circle icon. The first item is '+ Introduction to Communication Studies' with a blue plus sign to its left, which is pointed to by a blue arrow. It shows 'Still needed: 3 Credits in COMS 210'. Below that is a section for 'COMPLEMENTARY COURSES' with a red circle icon, showing 'Still needed: 15 Credits in @@ with attribute = ARCT'.

5. Select the desired **Exception Type (Also Allow, Apply Here, or Substitute)** from the picklist.

Add Exception ✕

Exception for: Introduction to Communication Studies

- Also Allow
- Apply Here
- Substitute

Details

Cancel Add exception

Minor Concentration

Credits required: 18 Credits

Unmet conditions for this s...

Block Qualifiers

- + 18 Credits
- + MINGRADE 2.0

Block qualifiers:

- REQUIRED COURSE
- + ○ Introduction to...
- + ○ COMPLEMENTARY COURSES

Still needed: 15 Credits in @ @ with attribute = ARCT

Instructions: Substitute

See Steps 1-5 above.

6. a) Select **Substitute** as the Exception type
- b) Enter the **Subject** and **Number** of the course to be replaced, and the **Subject** and **Number** of the course that is being used as a replacement (*disregard the "With" fields*).
- c) Enter a **Description** or use the default description.
- d) Enter extra **Details** to explain the substitution, including as much information as possible (ex.: "ANTH 205 is a suitable replacement for SOCI 210, because the course content is similar. Approved by program director").
- e) Click on **Add Exception**. "Exception Saved" will appear at the top right-hand side of the worksheet.

Add Exception ✕

Exception for: Introduction to Communication Studies

Exception type
Substitute

Change	Subject* COM	Number* 210	
To	Subject* ANTH	Number* 212	
With	Qualifier	Operator	Value

Description*
Replace COM 210 with ANTH 212

Details
Program Director approved this substitution

Cancel
Add exception

f) View the exception in the selected program requirements and at the bottom of the worksheet.

Minor Concentration Communication Studies INCOMPLETE					
Credits required: 18 Credits applied: 3 Catalogue term: FALL 2019					
Met conditions for this set of requirements: You have taken 3 credits but still need 15 more.					
	Course	Title	Grade	Credits	Term
REQUIRED COURSE					
1	Introduction to Communication Studies	ANTH 212	Anthropology of Development	REGD	(3) Winter 2021
	Exception by:	Fabris, Vanessa D	On: 10/14/2021	Substitute:	Replace COMS 210 with ANTH 212.
COMPLEMENTARY COURSES					
	Still needed:	15 Credits in @ @ with attribute = ARCT			

Instructions: Also Allow

See Steps 1-5 above.

6. a) Select **Also Allow** as the Exception type
- b) Enter the **Subject** and **Number** of the approved course (*disregard the "With" fields*).
- c) Enter a **Description** or use the default description (*see screenshot below*).
- d) Enter extra **Details** to explain the exception, including as much information as possible (ex.: "ANTH 205 should also be allowed for the 200-level SOCI course requirement, because the course content is similar. Approved by program director").
- e) Click on **Add Exception**. "Exception Saved" will appear at the top-right corner of the worksheet.

Add Exception ✕

! The description field was left blank. You may use the default description that has been added, or create your own. Please review these changes before continuing. ✕

Exception for: COMPLEMENTARY COURSES

Exception type: Also Allow

Allow: Subject* LING Number* 201

With: Qualifier ▼ Operator ▼ Value

Description* Allow LING 201 to apply here.

Details: LING 201 approved as a valid Comp. course by the Program Director

Cancel
Add exception

f) View the exception in the selected program requirements and at the bottom of the worksheet.

Minor Concentration Communication Studies		INCOMPLETE			
Credits required: 18 Credits applied: 6 Catalogue term: FALL 2019					
Unmet conditions for this set of requirements:		You have taken 6 credits but still need 12 more.			
	Course	Title	Grade	Credits	Term
REQUIRED COURSE					
①	Introduction to Communication Studies	ANTH 212 Anthropology of Development	REGD	(3)	Winter 2021
	Exception by:	Fabris, Vanessa D On: 10/14/2021	Substitute:	Replace COMS 210 with ANTH 212	
COMPLEMENTARY COURSES					
	LING 201	Introduction to Linguistics	REGD	(3)	Winter 2021
	Still needed:	12 Credits in @ @ with attribute = ARCT			
	Exception by:	Fabris, Vanessa D On: 10/14/2021	Also Allow:	Allow LING 201 to apply here.	

Instructions: [Apply Here](#)

See Steps 1-5 above.

6. a) Select **Apply Here** as the Exception type
- b) Enter the **Subject** and **Number** of the approved course (*disregard the "With" fields*).
- c) Enter a **Description** or use the default description (*see screenshot below*).
- d) Enter extra **Details** to explain the exception, including as much information as possible (ex.: "ANTH 205 should be used to fulfill the field course requirement, because it was an internship. Approved by program director").
- e) Click on **Add Exception**. "Exception Saved" will appear at the top-right corner of the worksheet.

Add Exception ✕

Exception for: Introduction to Communication Studies

Exception type
Apply Here

Apply
Subject*
HISP
Number*
218

With
Qualifier
Operator
Value

Description*
Apply HISP 218 here. Approved by Program Director.

Details

Cancel Add exception

- f) View the exception in the selected program requirements and at the bottom of the worksheet.

Minor Concentration Communication Studies

INCOMPLETE

Credits required: 18 Credits applied: 12 Catalogue term: FALL 2019

Unmet conditions for this set of requirements: You have taken 12 credits but still need 6 more.

	Course	Title	Grade	Credits	Term
④ REQUIRED COURSE					
④	Introduction to Communication Studies	ANTH 212	Anthropology of Development	REGD	(3) Winter 2021
	Exception by:	Fabris, Vanessa D	On: 10/14/2021	Substitute:	Replace COMS 210 with ANTH 212
○ COMPLEMENTARY COURSES					
	LING 201	Introduction to Linguistics	REGD	(3)	Winter 2021
	HISP 218	Spanish Lang Intens-Elem	REGD	(6)	Fall 2020
	Still needed:	6 Credits in @ @ with attribute = ARCT			
	Exception by:	Fabris, Vanessa D	On: 10/14/2021	Also Allow:	Allow LING 201 to apply here.
	Exception by:	Fabris, Vanessa D	On: 10/14/2021	Apply Here:	Apply HISP 218 here. Approved by Program Director

How to Remove an Exception

1. Click on the **Exceptions Tab** in the individual student worksheet.
2. Scroll down to the bottom of the worksheet and select the exception to be removed. Selecting the first tick box allows you to remove all exceptions at once.
3. Click on the **trash can** on the top right.

Exceptions

<input checked="" type="checkbox"/>	Type	Description	Created on	Created by	Block	Enforced
<input type="checkbox"/>	Substitute	Replace COMS 210 with ANTH 212.	10/14/2021	Fabris, Vanessa D	Minor Concentration Communication Studies	Yes
<input type="checkbox"/>	Also Allow	Allow LING 201 to apply here.	10/14/2021	Fabris, Vanessa D	Minor Concentration Communication Studies	Yes
<input type="checkbox"/>	Apply Here	Apply HISP 218 here. Approved by Program Director	10/14/2021	Fabris, Vanessa D	Minor Concentration Communication Studies	Yes