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

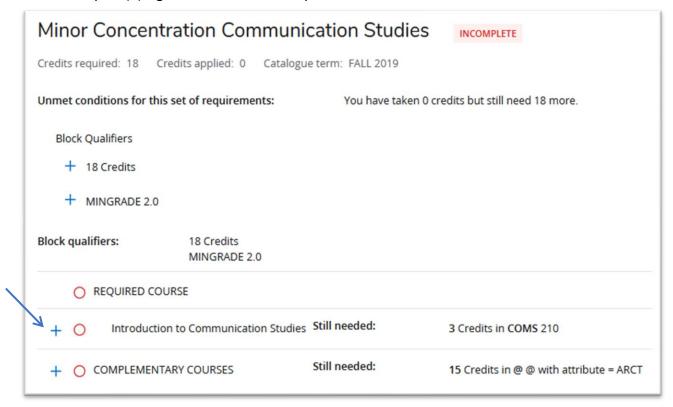
"Apply Here" moves a course from one area to another, regardless of where the auditor has determined the "best fit" for the course. Using the example above, the requirement is 6 credits in BIOL 200- or 300-level courses, but you want to allow a BIOL 400-level course to apply. Once applied, the 400-level 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.)

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

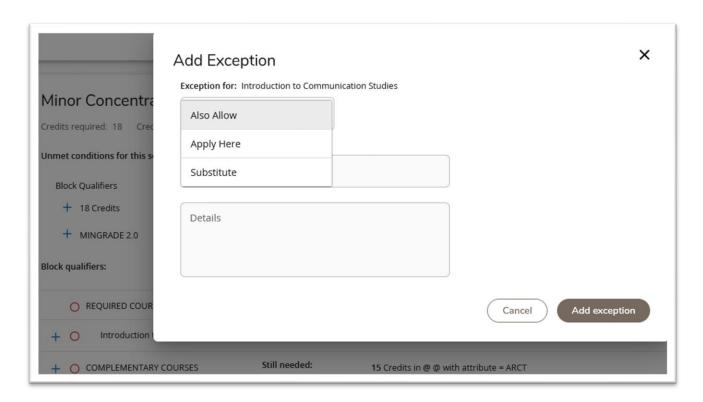
- 1. Access the student's myProgress worksheet (log in to myProgress via Minerva > SR Admin > myProgress (Graduate Milestones Management).
- 2. Click the Exceptions tab in the individual student worksheet.



- 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.



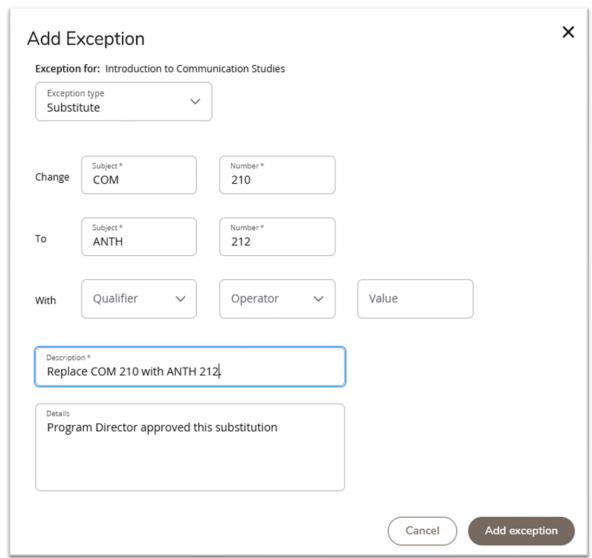
5. Select the desired Exception Type (Also Allow, Apply Here, or Substitute) from the picklist.



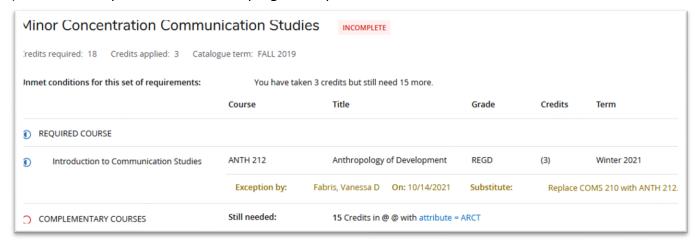
Instructions: Substitute

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.



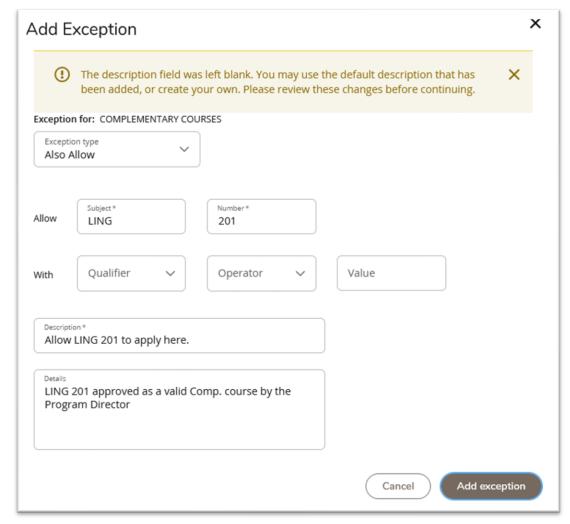
f) View the exception in the selected program requirements and at the bottom of the worksheet.



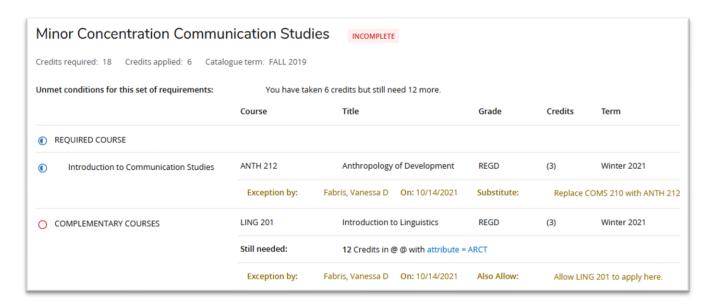
Instructions: Also Allow

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.



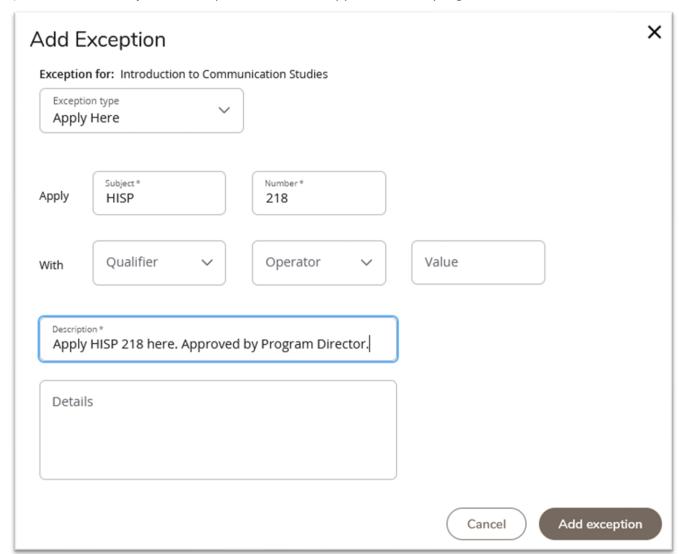
f) View the exception in the selected program requirements and at the bottom of the worksheet.



Instructions: Apply Here

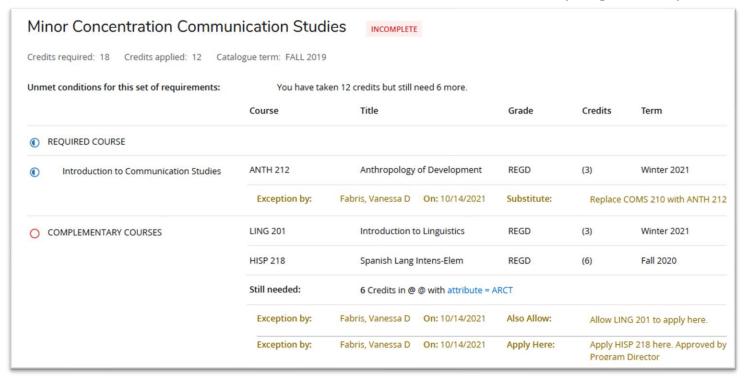
See Steps 1-5 above.

- 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.



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

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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.

