HOW TO FILL OUT AN EXCEPTION FORM

Logging In
Getting to the Form
Completing the Form

HOW TO APPROVE AN EXCEPTION

Email Received
Entering a Decision
Notes about Workflow
1. Access through MAX (www.millersville.edu/logins/)

2. Getting to the Exception Form
   a. Advisors can access on the Faculty Services Tab by clicking either on the Advisee Listing Page and then Clicking “Request Exception” for a specific student, or through the Advisor menu by clicking on “Request Exception to Graduation Requirements” and then entering a student’s M#. 
**ADVISEE LISTING**

***New *** At the bottom of this screen, the button 'Display Email List' will bring back a list of all advisee email addresses to copy/paste into your email application. The list will appear at the bottom of the screen.

**Advisee Listing**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>New Transfer</th>
<th>ID</th>
<th>Level</th>
<th>Advisor Type</th>
<th>Transcript</th>
<th>Degree Audit</th>
<th>Exception for Graduation</th>
<th>Academic Status</th>
<th>Cum GPA</th>
<th>Total Number of Credits Earned</th>
<th>FEU Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Student A</td>
<td></td>
<td>U</td>
<td>1/Primary Curric</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Request Exception</td>
<td>Good Standing as of Spring 2016</td>
<td></td>
<td>79</td>
<td></td>
</tr>
<tr>
<td>Smith, Student B</td>
<td></td>
<td>U</td>
<td>1/Primary Curric</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td>Request Exception</td>
<td>Good Standing as of Spring 2016</td>
<td></td>
<td>29</td>
<td></td>
</tr>
</tbody>
</table>
3. Completing the Form
   a. The Student ID, Name and Curriculum are automatically populated from Banner. If a student is requesting exception for a major/concentration or minor that they have not yet declared or changed, they will need to wait to submit exception until they have had that request processed through Academic Advisement.
b. Type a clear and concise explanation of the request that you are making on behalf of the student. At this time, supporting documents (i.e. a degree audit or course description) cannot be submitted electronically. If the request requires that you attach documentation like a syllabus or course information that cannot be included in the explanation as a link to a website, then you will need to follow up with the department chair/dean to include the appropriate documentation necessary.

c. If a student has multiple advisors (more than one major or minor), or if you are not the student’s advisor requesting the exception, then you will need to select the advisor that you are submitting the exception to.

d. Once, you sign and click on “Submit” the exception request will be submitted to the next appropriate level of approval, whether that is the student’s advisor (if not you), the department chair or the dean. If you are both the advisor and the department chair, and it is a major/required related or minor exception, it will go directly to the registrar’s office. If it is a policy or Gen Ed exception it will go to the Dean. If it is an Honors college or multidisciplinary major, it will go to the chair of the appropriate committee.

e. You will receive automated emails as the exception request goes through the levels of approval notifying you of the status.
APPROVING EXCEPTIONS

1. Email received.
   a. If one of your advisees or an advisor in your department submits a Request for Exception to Graduation, you will be notified via email with a link to the form for your review.

   **Once you are done signing the form, delete this email so you don't attempt to sign it again. This form is stored in the student's electronic file in OnBase for your to retrieve**

   https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=1042811&chksum=19894c:3574575b66d59b62ff97773e504995016999a9d7ab40d628b2d09b68

   b. For security, when clicking on the link, you will enter your login credentials (username and password used for email/computer).
2. Entering a Decision and Signing the Form  
a. If you are the first approval, you will see the form and there is a field for you to select Exception Request Approved or Exception Request Denied. If you are a second or third level of approval, you will see the form and the decision of the previous reviewer(s) there is still a field for you to select Exception Request Approved or Exception Request Denied. You will type your name for signature and can enter any Comments if desired. The comments are not a required field.
<table>
<thead>
<tr>
<th>Expected Graduation</th>
<th>05/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exception Type</td>
<td>MAJOR/REQUIRED RELATED</td>
</tr>
</tbody>
</table>

**Explanation of Exception**

Testing Exceptions.

**Decision and Electronic Signatures**

<table>
<thead>
<tr>
<th>Advisor Decision</th>
<th>Exception Request Approved</th>
<th>Advisor Electronic Signature</th>
<th>Date</th>
<th>Advisor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>John Wallace</td>
<td>02/24/2017 03:12:09 PM</td>
<td>Testing Comments. I approve this exception. The student and I discussed their goals and this is an appropriate substitution.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department Chairperson Decision</th>
<th>Exception Request Approved</th>
<th>Department Chair Electronic Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>John Hoover</td>
<td></td>
</tr>
</tbody>
</table>

**Chairperson Comments**

This request will be routed to the Registrar's Office.

Please close this window immediately upon submission. If you don't, the next approver will not be able to sign this form.
3. Notes Regarding Workflow/Decisions
   a. If at any step the request is DECLINED, the workflow ends at that step and the student is notified that the exception is not approved.
   b. If at any step the request is APPROVED, the workflow will continue as appropriate for the exception type indicated.
      i. Major/required related*: Advisor, Department Chair, Registrar’s Office
      ii. Minor: Advisor, Department Chair, Registrar’s Office
      iii. Honors College: Advisor, Honors College Chair, Registrar’s Office
      iv. MU Policy or General Education: Advisor, Department Chair, Dean, Registrar’s Office
   c. Emails are sent to the student each step of the way notifying them of the progress of their exception.
   d. Once the final level of approval is achieved, the Exception goes to the Registrar’s office and is processed. If there are any issues with the request, the Registrar’s office will notify or can forward the request to the appropriate person for review.
   e. When the Registrar’s Office has processed the request, a notification along with a copy of the exception is emailed to the student and the advisor.

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*If Multidisciplinary it goes to the Multidisciplinary Committee Chairperson rather than Department Chair*