STUDENT - How to apply for Exception to Graduation Requirements

New ONLINE process

Access through your MAX Account (www.millersville.edu/logins/):

Click on the Student Services Tab and select the Advisement Menu, then select Request Exception to Graduation Requirements:

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**ADVICEMENT**

Advisers
(for both graduate and undergraduate students)
View your advisors and major/minor curriculum information.

Degree Audit Report
Access your degree audit report to review the completion status of your degree requirements for your major(s) and minor(s).

Request Exception to Graduation Requirements
Submit an electronic request to have an exception added to your degree audit. *Please consult your academic advisor before proceeding*

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Your name, ID and curriculum will automatically populate from your account. Make sure that you are requesting an exception for your current curriculum (Major/Minor/Concentration). You will NOT be able to request an exception for a major, minor or concentration that you have not yet declared. If the information that populates on the form is NOT what you are requesting exception for, you will first need to change your major/minor/concentration through Academic Advisement.

Type a clear and concise explanation of the request that you are making. At this time, supporting documents (i.e. a degree audit or course description) cannot be submitted electronically. If your 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 your advisor to include the appropriate documentation necessary.

If you have Multiple advisors (more than one major or minor), you will need to select the advisor that you are submitting the exception to.

Once, you click on “Submit” your exception request will be submitted to your advisor. You will receive automated emails as your exception request goes through the levels of approval notifying you of the status.