

FACULTY INFORMATION - Exception to Graduation Requirements
COMPLETING AND APPROVING EXCEPTIONS

[HOW TO FILL OUT AN EXCEPTION FORM](#)

[Logging In](#)

[Getting to the Form](#)

[Completing the Form](#)

[HOW TO APPROVE AN EXCEPTION](#)

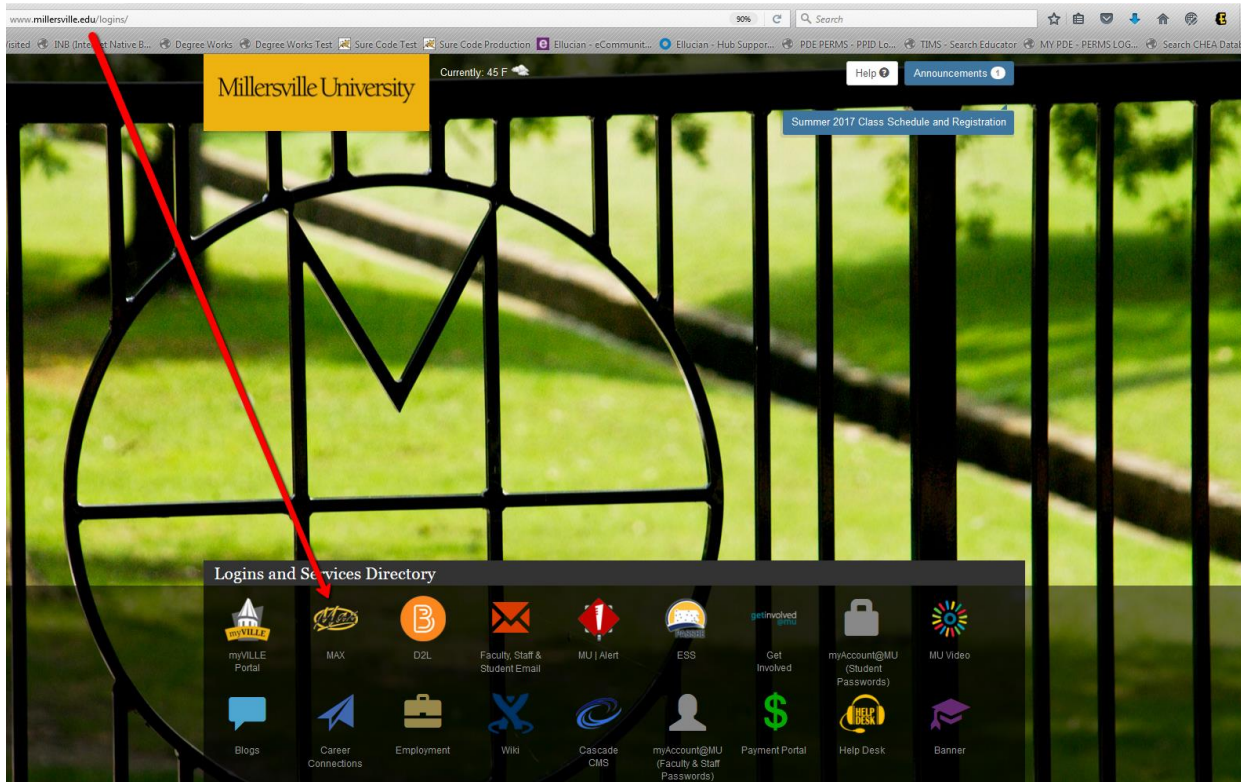
[Email Received](#)

[Entering a Decision](#)

[Notes about Workflow](#)

COMPLETING AN EXCEPTION FOR A STUDENT

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

M00064790 John R. Wallace

Spring 2017

Feb 24, 2017 02:48 pm

***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

Student Name	New Transfer Student	ID	Level	Advisor Type	TAP	Holds	Test Score	Transcript	Degree Audit	Exception for Graduation	Academic Status	Cum GPA	Total Number of Credits Earned	PEU Assessments
Smith, Student A.			U	Major 1/Primary Curric			View	View	View	Request Exception	Good Standing as of Spring 2016		79	
Smith, Student B.			U	Major 1/Primary Curric			View	View	View	Request Exception	Good Standing as of Spring 2016		29	

FACULTY & ADVISORS

Degree Audit Report

View students' degree audit report. Process What-if degree audits for different major/minor.

List your Advisees

List your Advisees with TAPs, Holds, Test Scores, Academic Standing, Transcript and Degree Audits.

Web Class Schedule

Search the available classes.

Term Selection

Select Term.

ID Selection

Select Student ID.

Student Class Schedule

View a student's class schedule by term.

Student Academic Transcript

View a student's Banner transcript of courses, credits, and GPA by term.


Request Exception to Graduation Requirements

Submit an electronic request to have an exception added to a student's degree audit.

3. Completing the Form

- a. The Student ID, Name and Email are automatically populated from Banner when the ID is entered. Advisor will be automatically determined by the type of exception chosen and the curriculum you are choosing the exception for. If a student is requesting exception for a major/concentration or minor they have not yet declared, that cannot be submitted/processed until they have made that change via an Academic Program Change Request form.

Exception to Graduation

Student Information		
Student ID *	First Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
What email address would the student like to be contacted with during the review process? *		
<input type="text" value="MJONES2@MILLERSVILLE.EDU"/>		
What phone number would the student like to be contacted with while this process is being reviewed?		
<input type="text"/>		
Expected Graduation:		
<input type="text"/>		
Exception Type *		
MAJOR/REQUIRED RELATED 		
Major you would like exception for		
<input type="text" value="FINANCE"/>		
Type an explanation of the exception you are requesting. Give a clear and compelling justification for the request *		
<input type="text"/>		
Select this button to validate that you want to request this change to the student's degree audit *		
<input type="radio"/> Select this button to sign the exception request		
Signature		
<input type="text"/>		
Advisor		
Advisor Decision *		
<input type="text"/>		
Advisor Comments		
<input type="text"/>		
Advisor Signature		
<input type="text"/>		

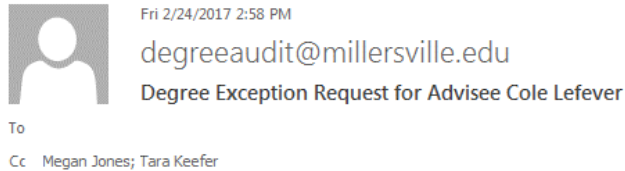
[Send to Advisor](#)

- 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. Be sure you are selecting the correct exception type and curriculum (major/minor) for which exception is being requested. These choices are what determine the exception routing for approvals.
- d. Once, you sign and click on “Send to Advisor” 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.



Dear John Wallace,

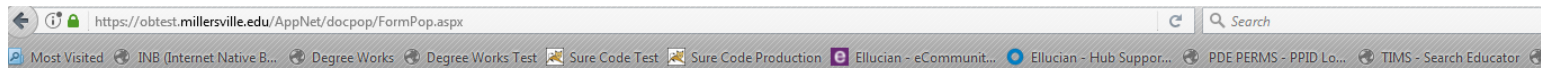
Cole Lefever has submitted a request for degree exception on 2/24/2017. Please review and approve/decline the request.

****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=1042611&chksum=19894c155a5c75b6d595b62ff97773e50409501698aa94b7ab40d626b2d09b68>

Registrar's Office
P.O. Box 1002
Millersville PA 17551-0302
P:(717) 871-5005
degreeaudit@millersville.edu

- b. For security, when clicking on the link, you will enter your login credentials (username and password used for email/computer).



User Name
Password

Myville username and password
(whatever you use to login to
email/Outlook, MU WiFi, or your
desktop 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.

MAJOR/REQUIRED RELATED ▾

Major you would like exception for
METEOROLOGY

Type an explanation of the exception you are requesting. Give a clear and compelling justification for the request *

The Earth Science/Meteorology department permitted students to take SWEN 571 as an ESCI elective.

* Select this button to sign the exception request

Signature
[Redacted]



Advisor

Advisor Decision *

ACCEPT
DECLINE

Advisor Signature
[Redacted]

Submit



Exception Type *

MAJOR/REQUIRED RELATED ▾

Major you would like exception for

METEOROLOGY

Type an explanation of the exception you are requesting. Give a clear and compelling justification for the request *

SWEN 571.50A was approved by the department to be a valid class to fill a major elective for meteorology

*
 Select this button to sign the exception request

Signature

[Redacted Signature]

Advisor

Advisor Decision *

ACCEPT ▾

Advisor Comments

[Empty Comment Box]

Advisor Signature

TODD SIKORA 08/28/2024 06:12:34 PM

Chairperson

Chairperson Decision *

▾ 

Chairperson Comments

[Empty Comment Box]

Chairperson Signature

[Empty Signature Box]

Submit 

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.



Fri 2/24/2017 3:20 PM

degreeaudit@millersville.edu

STATUS: Degree Exception Request has been Approved and Processed

To

Cc Megan Jones; Tara Keefer

Message RO Exception to Graduation Report [REDACTED].html (62 KB)

Dear [REDACTED],

We are pleased to inform you that your exception has been approved and processed. Attached is a copy of your approved request. You may review your degree audit to see how the exception is applied.

This email was also sent to your Advisor

Registrar's Office
P.O. Box 1002
Millersville PA 17551-0302
P:(717) 871-5005
degreeaudit@millersville.edu

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