STUDENT - How to apply for Exception to Graduation Requirements
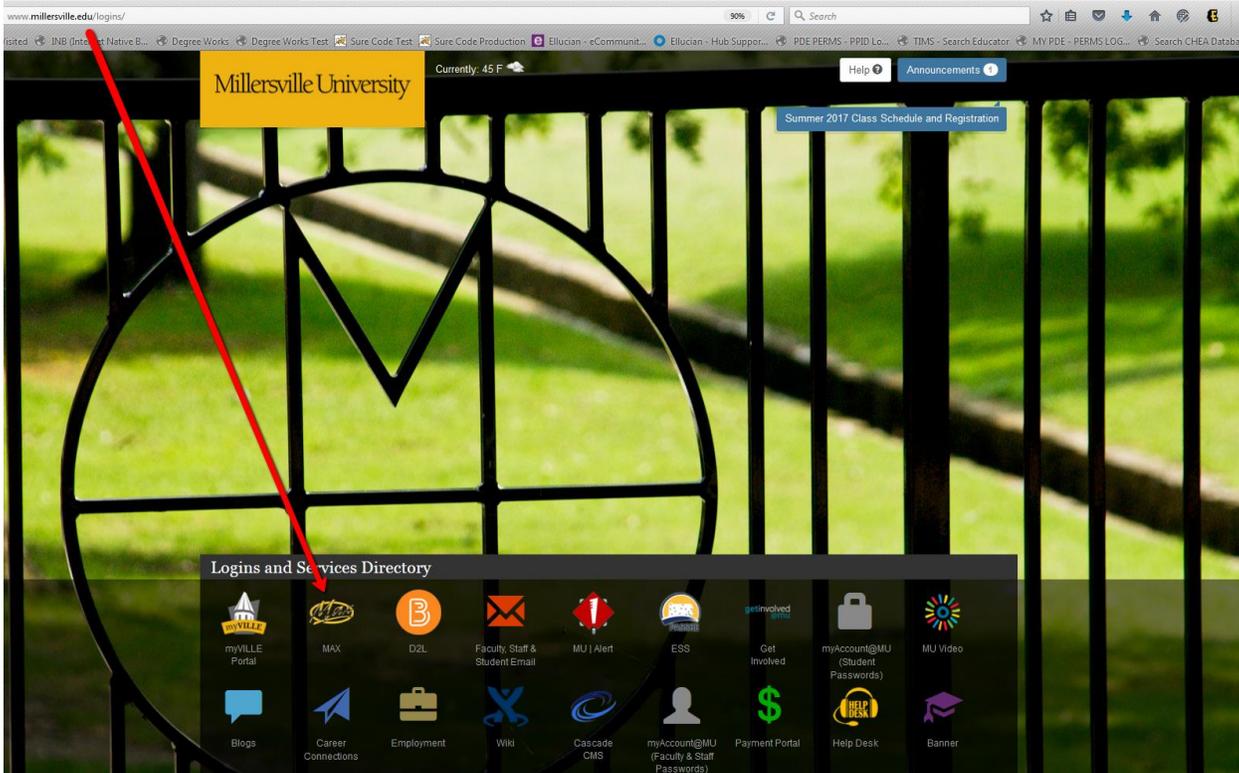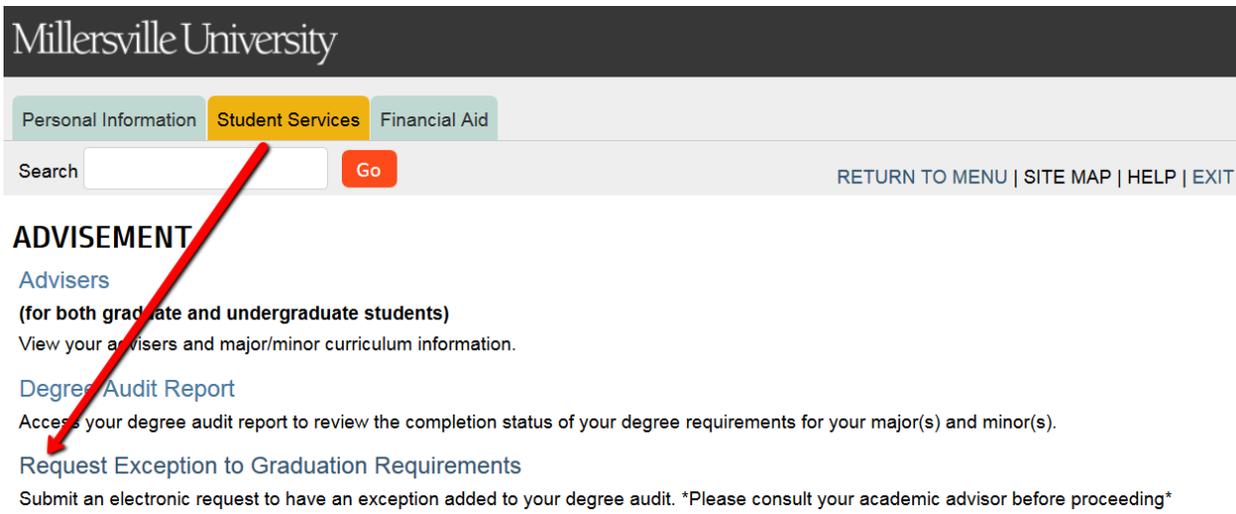
ONLINE process

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:

Release: 8.7

Your name, ID and email will automatically populate from your account. Make sure that you are requesting an exception for your current curriculum (Major/Minor/Concentration) according to your MarAUDIT. We will NOT be able to process an exception for a major, minor or concentration that you have not yet declared. You will first need to change your major/minor/concentration via an Academic Program Change Request.

Exception to Graduation

Student Information

Student ID*

First Name*

Last Name*

What email address would the student like to be contacted with during the review process?*

What phone number would the student like to be contacted with while this process is being reviewed?

Expected Graduation:

Exception Type*

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

Select this button to validate that you want to request this change to the student's degree audit*
○ Select this button to sign the exception request

Signature

Advisor

Advisor Decision*

Advisor Comments

Advisor Signature

Send to Advisor

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.