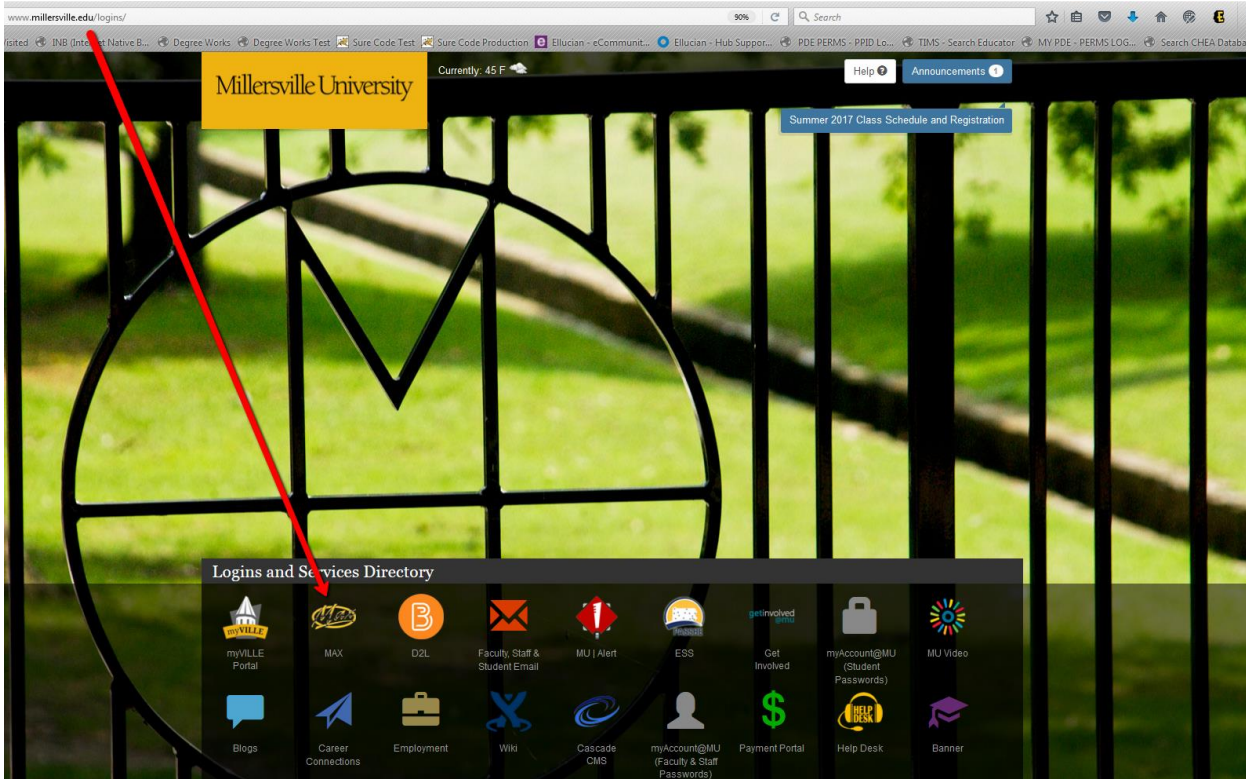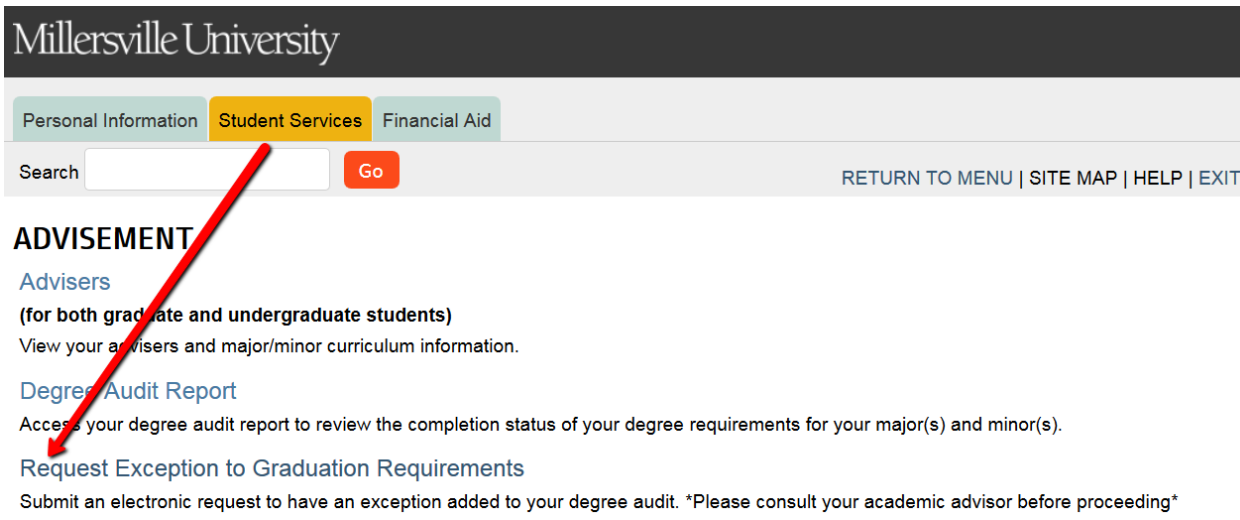# STUDENT - How to apply for Exception to Graduation Requirements

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:

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.

Millersville University
Request for Exception to Graduation Requirements

Please submit this form by 11:42 am or your session will timeout

Instructions for Student: It is your responsibility to initiate a request for exceptions in the major, minor, general education or university academic policy requirements well in advance of your expected graduation date. Approved changes will be processed to your degree audit, you will receive email notification of the status of your request.

To Be Completed By Student in Consultation with Advisor

Student Identification: ▮▮▮▮▮▮▮▮

Student Name: ▮▮▮▮▮▮▮▮

Major/Concentration:
Biology

Minor:

If your major/concentration or minor appearing above is not what you expect and you wish to request an exception for a different curriculum, please cancel this request. You first need to change your major or minor with Academic Advisement prior to requesting an exception.

What email address would you like to be contacted with during the review process? name@example.com

[▮▮▮▮▮@millersville.eduBAN8]

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

[(__) ___-____]

Expected Graduation:

[MM/YYYY]

Select a Reason for the Exception:

[SELECT ▼]

Type an explanation of the exception you are requesting. Give a clear and compelling justification for the request within 1500 characters or less:

[   ]

Please type your name below to validate that you want to request this change to your degree audit.

Student's Signature:

[   ]

Date Electronically Signed: February 27, 2017

[SUBMIT] [CANCEL]

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.