

FACULTY INFORMATION - Exception to Graduation Requirements
COMPLETING AND APPROVING EXCEPTIONS

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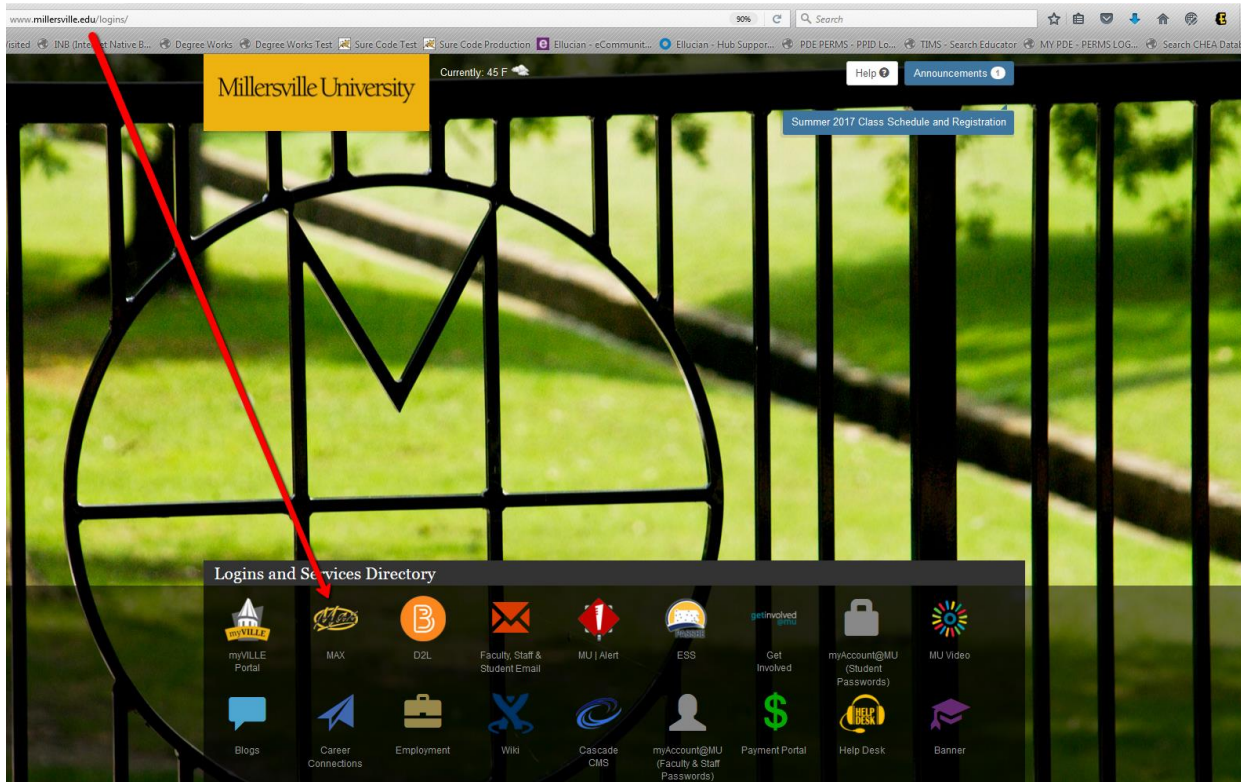
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COMPLETING AN EXCEPTION FOR A STUDENT

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 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](#).

Millersville University Request for Exception to Graduation Requirements

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

Please submit this form by 3:08 pm or your session will timeout

Instructions for Faculty/Staff: Please fill out this exception request on behalf of your student. During the electronic approval process the student, Dean, Chairperson and advisor are notified by email on the progress of the exception request.

Student Identification:

Student Name:

Major/Concentration:

Biology

Minor:

If the major/concentration or minor appearing above is not accurate, please cancel this exception request and have the student first change their major or minor with Academic Advisement.

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

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

Expected Graduation:

Select a Reason for the Exception:

▼

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

Are you the student's advisor?

▼

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

Faculty/Staff Signature:

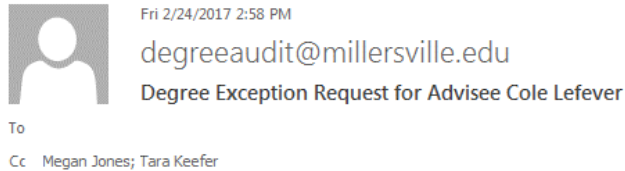
Date Electronically Signed: February 24, 2017

- 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.



Dear John Wallace,

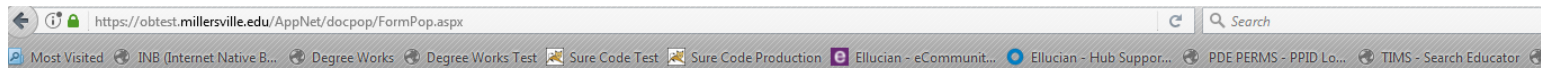
Cole Lefever has submitted a request for degree exception on 2/24/2017. Please review and approve/decline the request.

****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.

Documents (1)
RO Exception to Graduation: M01028588 LEFEVER, COLE

Major/Concentration
BIOLOGY

Minor

Email Address
@LEFEVER@MILLERSVILLE.EDU

Phone Number
(777) 777-7777

Expected Graduation
05/2017

Exception Type
MAJOR/REQUIRED RELATED

Explanation of Exception
Testing Exceptions.

Decision and Electronic Signatures

Advisor Decision * Exception Request Approved Exception Request Declined	Advisor Electronic Signature * 	Advisor Comments
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Please close this window immediately upon submission. If you don't, the next approver will not be able to sign this form.

Submit

LEFEVER@MILLERSVILLE.EDU

(777) 777-7777

Expected Graduation

05/2017

Exception Type

MAJOR/REQUIRED RELATED

Explanation of Exception

Testing Exceptions.

Decision and Electronic Signatures

Advisor Decision

Exception Request Approved

Advisor Electronic Signature

John Wallace

Advisor Comments

Testing Comments.
I approve this exception. The student and I discussed their goals and this is an appropriate substitution.

Date

02/24/2017 03:12:09 PM

Department Chairperson Decision *

Exception Request Approved

Department Chair Electronic Signature *

John Hoover

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.

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

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degreeaudit@millersville.edu

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