Exception to Graduation Requirements

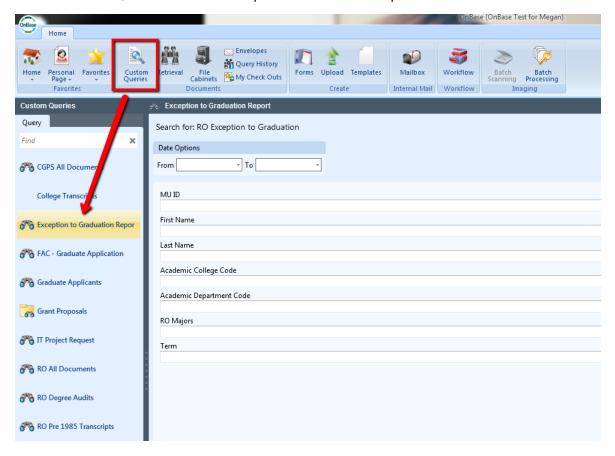
ACCESSING ELECTRONIC EXCEPTION FORMS IN ONBASE

If a student is inquiring about an exception, or a Dean's office or departmental office wants to access exceptions for either a specific student or for a date range, they can be accessed electronically in OnBase.

LOGIN to ONBASE UNITY CLIENT

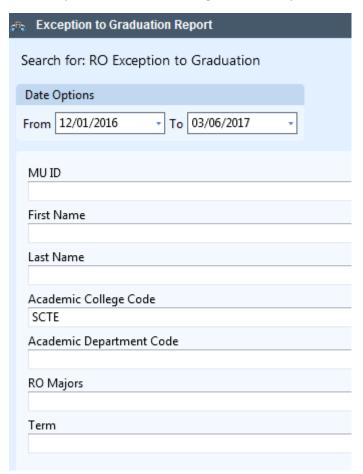


Click on Custom Queries and select Exception to Graduation Report:



You can do a search by a date range if you want to find all exceptions submitted within a certain time frame, or you can search on any or all of the fields listed. Student ID, Name, College, Department, Major or Term:

For example, this search will bring back all Exceptions submitted from December 1 through March 6 for the College of Science and Technology:



The results from a search include the following fields (Document Date, Document Type, Term, MUID, First Name, Last Name, Exception Type, College Code, Department Code Major, Workflow Queue) and can be further sorted or limited by any of these fields:

Icon	Document Date	Docume	ent Type	Term	MU ID	First Nar	ne	Last Nar	ne
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	3/6/2017	RO Exce	ption to Graduation	SPRING 2017		MARK		JOHNSC	N
	3/6/2017	RO Exce	ption to Graduation	SPRING 2017		RUOPEN	IG	DONG	
	2/27/2017 RO Exception to Graduation		SPRING 2017	TIMOTHY		ΙΥ	FAIR		
	2/24/2017 RO Exception to Graduation		SPRING 2017		COLE		LEFEVER		
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The Workflow Queue indicates where the exception is in the process (Advisor, Chairperson (Multidisciplinary Chair), Honors, or Dean) if it has not already been completed.

From the search, Double-clicking on the line item you wish to view, will open another window which will display the exception request:

