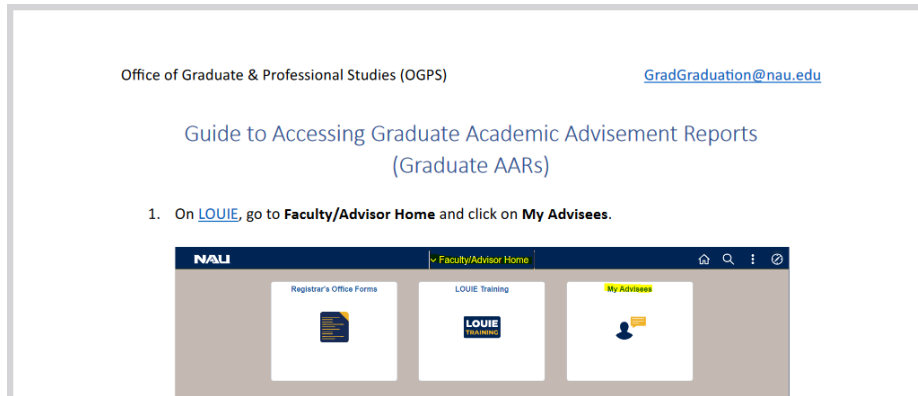


Exception Requestor Manual

1. Follow the **“Guide to Accessing Graduate Academic Advisement Reports”** to pull up the student’s Graduate AAR.



2. Under **Current Academic Summary**, click on **Student Exception Request**.

Program Information			1 of 1	
			Catalog Year	
Career:	Graduate	2022-2023		
Program:	GRAD-Degree Seeking	2022-2023		
Plan:	English-Professional Wrtg (MA)	2021-2022		
Graduation Status:	Eligible			
Expected Grad Term:	Summer 2025			

Current Academic Summary	
Transcript Totals: In-Progress units not included.	
Total Earned Units at NAU	63.00
Total Transfer Units	0.00
Total Cumulative Units	63.00
Cumulative GPA:	3.76
Academic Standing	Good Academic Standing
Course History	
Transfer Credit Report	
Unofficial Transcript	
Student Exception Request	
Jacks Planner	

3. In the **Exception Type** drop-down menu, select one of the following.
 - a. **Substitute Course:** Used to substitute an NAU course, transfer course, or test credit for another NAU course. May also be used to direct an NAU course, transfer course, or test credit towards satisfying an elective or to exclude a course from an area that is not desired. These constitutes the vast majority of exceptions.
 - b. **Change Requirement Line:** Typically used to change the # of units required for a Row or Line. This constitutes a small minority of exceptions. Please note – if you decrease the units required for a requirement, you must also increase the units required for another requirement by at least the same amount, so that the student will still meet the total minimum units set for the program.
 - c. **Student Individualized Plan:** Extremely rare – reach out to OGPS before proceeding.

Student Exception Request Detail Find | View All First 1 of 1 Last

Sequence Number: 1

*Exception Type:

*Approved By:

*Academic Plan: Degree Checkout Status:

Academic Subplan (if applicable):

*Requirement Group: *R #: LN #:

*Changes/Rationale:

Save Notify Add Update/Display

4. In the **Approved By** box, enter the name of the individual who approved the change, typically a department chair, program coordinator, associate dean, etc. This should be an individual who has the authority to approve such a change – the person who would “sign off” on the change on the Program of Study. This does not necessarily need to be the same person who will actually be processing the exception.

Student Exception Request Detail Find | View All First 1 of 1 Last

Sequence Number: 1

*Exception Type:

*Approved By:

*Academic Plan: Degree Checkout Status:

Academic Subplan (if applicable):

*Move Course to RG #: *R #: LN #:

*Course to Substitute: *What it Substitutes for:

*Changes/Rationale:

Save Notify Add Update/Display

5. Next to **Academic Plan**, click on the magnifying glass and use the **Look Up** function to select the correct plan or subplan.

Student Exception Request Detail Find | View All First 1 of 1 Last

Sequence Number: 1

*Exception Type:

*Approved By:

*Academic Plan: Degree Checkout Status:

Academic Subplan (if applicable):

*Move Course to RG #: *R #: LN #:

*Course to Substitute: *What it Substitutes for:

*Changes/Rationale:

Save Notify Add Update/Display

Look Up Academic Plan Help

Academic Institution: NAU00
ID: 5459306
Academic Plan begins with:
Academic Career:

Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1 of 1 Last

Academic Plan: Academic Career Description
ENGPRWRM Graduate English-Professional Wrtg (MA)

6. Enter the **Requirement Group (RG) #, Row (R) #, and Line (LN) #** for where the course substitution or requirement line change should be taking place (see explanation for each below).

Student Exception Request Detail Find | View All First 1 of 1 Last

Sequence Number: 1

*Exception Type: Change Requirement Line

Change required number of units, number of courses, or GPA.

*Approved By: Laura Bounds

*Academic Plan: ENGPRWRMA Degree Checkout Status: Eligible

*Change RG #: *R #: *LN #:

*Changes/Rationale:

Save Notify Add Update/Display

- a. Requirement Groups are the largest sections found in the Graduate AAR and appear in **BROWN, BOLDED, ALL CAPS FONT**. The Requirement Group # can be found in brackets.

▶ GRADUATE REQUIREMENT - Not Satisfied [11599]	Requirement Group
▶ UNIVERSITY GRADUATE DEGREE REQUIREMENTS [9387]	Requirement Group
▶ GRADUATE REQUIREMENTS [9788]	Requirement Group
▶ COURSEWORK NOT SATISFYING A DEGREE REQUIREMENT [8084]	Requirement Group

- b. Each Requirement Group is comprised of one or more Rows, which appear in **BROWN, NON-BOLDED, ALL CAPS FONT**. The Row # can also be found in [brackets].
- c. Each Row is comprised of one or more Lines, which appear in **blue title case font**. Since Line #s are not shown, the best way to find the correct Line # is clicking on the magnifying glass and using the **Look Up** function.

▼ GRADUATE REQUIREMENTS [9788]	Requirement Group
Satisfied: English - Professional Writing, Master of Arts	
REQUIREMENT [6358]	Row
Satisfied: -	
▶ Select one of the following courses (3 units)	Line
▶ Select one of the following courses (3 units)	Line
▶ Select one of the following courses (3 units)	Line
▶ ENG 526	Line
▶ Complete an additional 21 units of electives	Line
GPA REQUIREMENT [6360]	Row
Satisfied: -	
▶ * Verify minimum 3.0 GPA in degree requirements	Line

Use the **Look Up** function to find the correct Line #.

The image shows two screenshots from a web application. The left screenshot is the 'Student Exception Request Detail' form. It has a 'Sequence Number' of 1 and an 'Exception Type' of 'Change Requirement Line'. The 'Approved By' field is 'Laura Bounds'. The 'Academic Plan' is 'ENGPRWRMA' and the 'Degree Checkout Status' is 'Eligible'. The 'Change RG #' is '009788', the 'R #' is '000006358', and the 'LN #' is highlighted in yellow. The 'Changes/Rationale' field is empty. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

The right screenshot is the 'Look Up LN #' search window. It shows search criteria: ID 5468368, Academic Plan ENGPRWRMA, Academic Sub-Plan, Requirement Group 009788, and Academic Requirement 000006358. The 'Line Nbr' field is set to 'begins with'. There are 'Look Up', 'Clear', and 'Cancel' buttons. Below is a 'Search Results' table with columns 'Line Nbr' and 'Description':

Line Nbr	Description
0078	Foundations-ENG 502.522
0030	Technical Editing ENG 517.549
0030	Workplace Environment EN569
0040	Research and cap ENG 528
0060	2tu electives

7. If requesting a Substitute Course, enter the **Course to Substitute** and **What it Substitutes for**.
 - a. This will not appear if requesting a Change Requirement Line.

The image shows the 'Student Exception Request Detail' form with the 'Exception Type' set to 'Substitute Course'. The 'Approved By' is 'Laura Bounds', 'Academic Plan' is 'ENGPRWRMA', and 'Degree Checkout Status' is 'Eligible'. The 'Move Course to RG #' is '009788', 'R #' is '000006358', and 'LN #' is '0030'. The 'Course to Substitute' and 'What it Substitutes for' fields are highlighted in yellow. The 'Changes/Rationale' field is empty.

8. Type in a rationale for the course substitution or requirement line change, making sure to include the change being requested **and** the person approving the change.
 - a. Although this may feel redundant, both pieces need to be included in the rationale. If these two pieces are not included, the rationale may be modified by the Exception Processor when they are processing the exception. The final rationale will appear on the student's Graduate AAR.
 - b. Do not enter any information in the rationale that should not be seen by the student or anyone else that may access the student's Graduate AAR (i.e., no lengthy expositions).
 - c. Check with your department for their preferences. Some examples could be:
 - i. Substitute ENG 501 for ENG 502 per Name, Department Chair, as both courses meet the same intent.
 - ii. Substitute ENG 500-TR for ENG 502 per Name, Program Coordinator, as both courses have similar learning outcomes.
 - iii. Adjust units from 4 to 3, waiving 1 unit of research requirement per Name, Chair, since the student has an extra unit from their foundations requirement.

Student Exception Request Detail Find | View All First 1 of 1 Last

Sequence Number: 1

*Exception Type: Substitute Course

*Approved By: Laura Bounds

*Academic Plan: ENGRWRMA Degree Checkout Status: Eligible

*Move Course to RG #: 009788 *R #: 000006358 LN #: 0030

*Course to Substitute: ENG 501 *What it Substitutes for: ENG 502

*Changes/Rationale:

Save Notify Add Update/Display

9. If multiple exceptions are needed for the same student, click on the + button to repeat this process with the remaining exceptions.

Student Exception Request Detail Find | View All First 1 of 1 Last

Sequence Number: 1

+ -

10. After all exceptions have been entered, review your work and click **Save**. A “Saved” notification box will briefly appear on the top-right corner of the screen. Do not click Save more than once, or the request will go to the Processor multiple times.

Save Notify Add Update/Display

The request will now enter a queue for the Exception Processor’s review. The Processor does **not** receive an email alert – they must check their queue on a consistent basis to process pending exception requests. If the request is time-sensitive, please contact the Processor to alert them of the urgency.