# Requesting Student Exceptions:
# Directing Graduate AAR to Accept a Course as an Elective

**Why Directing May be Needed**

The Graduate Academic Advisement Report (Graduate AAR) is programmed to look specifically for the course(s) indicated on the program's catalog.

For example, the Social Work MSW requires students to take 6 units of electives, choosing from a list of specified courses or "additional coursework from a related program."

**Electives (6 units)**
- In consultation with your advisor and MSW program faculty, select 6 units from the following:
    - AIS 503, AIS 504, AIS 550, AIS 585
    - DIS 505, DIS 517, DIS 518, DIS 521, DIS 524
    - EPS 520, EPS 550, EPS 580, EPS 590, EPS 591, EPS 596, EPS 605, EPS 606, EPS 610, EPS 611, EPS 620, EPS 669
    - ES 520
    - ESE 516, ESE 519, ESE 526, ESE 529, ESE 536, ESE 539, ESE 548, ESE 549, ESE 556, ESE 557, ESE 559, ESE 571, ESE 580, ESE 599, ESE 670
    - JUS 510, JUS 530, JUS 540, JUS 560, JUS 620, JUS 630
    - POS 527, POS 541, POS 543, POS 552, POS 571, POS 581, POS 644
    - WGS 510, WGS 600, WGS 601, WGS 652
- Additional coursework from another related program.

If a student chooses 6 units that match the specific courses on this list, the Graduate AAR will automatically accept those units as meeting the elective requirements. However, if any of those units were chosen as "additional coursework from another related program,"  the Graduate AAR will need directing by the Exception Requestor and Processor to accept it.

In this example, a student has taken ESE 536 and EPS 671 as her electives, as indicated on her Program of Study. ESE 536 is a specified course, whereas EPS 671 is not.

**II. Electives (6 units required):** In consultation with your advisor and MSW program faculty, select additional from AIS 503, AIS 504, AIS 550, AIS 585, DIS 505, DIS 517, DIS 518, DIS 521, DIS 524, JUS 510, JUS 530, JUS 540, JUS 610, JUS 620, JUS 630, POS 527, POS 541, POS 543, POS 571, POS 581, POS 644, ESE 516, ESE 519, ESE 526, ESE 529, ESE 536, ESE 539, ESE 548, ESE 549, ESE 556, ESE 557, ESE 559, ESE 580, ESE 599, or additional coursework from another related program.

| Course | Course Title | Replacement Course | Semester | Year | Units | Grade | T/P/I/A** |
|--------|--------------|--------------------|----------|------|-------|-------|-----------|
| ESE 536 | FNDTNS OF EC SPEC EDU | | Summer | 2023 | 3 | A | |
| EPS 671 | CONSULT IN HELPING PROFE | | Spring | 2024 | 3 | | |
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As a result, her Graduate AAR only accepted ESE 536 as meeting her elective requirement:

Since the Graduate AAR did not use EPS 671 to meet any requirement, it placed the course in the "Coursework Not Satisfying A Degree Requirement."



Therefore, an Exception Requestor will want to submit an exception request to have the Graduate AAR accept EPS 671 as an elective, and the Exception Processor will process this change.

***Note: Please consider contacting [Registrar.Advisement@nau.edu](mailto:Registrar.Advisement@nau.edu) to program the Graduate AAR to automatically accept a list of courses that are commonly used as electives.*** *For example, if Social Work MSW students frequently choose EPS 671 as an elective, the course can be added "behind the scenes" on the Graduate AAR so that it is automatically accepted as an elective. This reduces the labor needed to request and process this type of exception.*

**How to Submit Direction Requests for Electives**

1. Open the *"Requesting Student Exceptions Manual"* and follow the directions to access the **Student Exception Request link** from the student's AAR.

2. Since there is no "Direction" option in the **Exception Type** drop-down menu, select **Substitute Course** instead.

3. Follow the directions provided in the manual for the **Approved By** and **Academic Plan** boxes.

4. Follow the directions provided in the manual for the **Requirement Group #, Row #, and Line** to enter the location on the Graduate AAR where you want the course to be accepted.

5. In the **Course to Substitute** box, enter the course you would like to direct into the location. If there are multiple courses you would like to direct into the location, type MULTIPLE.

6. In the **What it Substitutes for** box, type ELECTIVE.

7. For the **Changes/Rationale box**, type "Direct [course name(s)] towards electives, per approval from [individual entered for the Approved By box], as [rationale]. For example, "Direct EPS 671 towards electives, per approval from Michael McCarthy, department chair, as EPS 671 is relevant to social work."

8. 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.

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.