

Requesting Student Exceptions: Exclusions for Tracks, Concentrations, Emphases, or Specializations

Why Exclusions May be Needed for Tracks, Concentrations, Emphases, or Specializations

The Graduate Academic Advisement Report (Graduate AAR) is programmed to work from chronological order, top to bottom. Courses taken earlier in a student's career will be used by the Graduate AAR first, and the Graduate AAR will automatically place each course in the first category it satisfies.

Programs that require students to choose from different tracks, concentrations, emphases, or specializations will have every available option built into their Graduate AAR. For example, the [Political Science MA](#) includes a specialization area consisting of 9 credits of either American Politics/Public Administration coursework or 9 credits of Comparative Politics/International Relations coursework. Students will see both options on their Graduate AAR. The moment they reach 9 credits for either option, that option will collapse as "Satisfied" and the other option will disappear.

At times, a student may inadvertently satisfy the option that they did not want, due to choosing coursework for other areas of their program that overlap with the specialization. An exclusion can be processed so that the Graduate AAR removes the courses from the specialization that is not desired, which will allow the remaining specialization option(s) to reappear. If the courses that were excluded satisfy any other requirement further down the Graduate AAR (such as electives), they will automatically go there instead. If they do not satisfy any other requirement, they will go to the "Courses Not Satisfying A Degree Requirement" section.

How to Submit Exclusion Requests

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 "Exclusion" 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 #**. Although the exception request will state "Move Course to RG #, R#, and LN #:", we will not actually move any courses there. Instead, identify the Requirement Group #, Row #, and Line # for where you want the courses to be excluded from.
5. In the **Course to Substitute** box, type "Exclude."
6. In the **What it Substitutes for** box, type "Courses."
7. For the **Changes/Rationale** box, type "Exclude [course names] as [Desired specialization] is preferred by student over [currently recognized specialization], per approval from [individual entered for the Approved By box]."

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.