MAUI Exception Request Form

We now have a way in MAUI to request that an exception be added to a student’s audit (major, minor, certificate)

1. Ease of obtaining information

2. Reduce errors (at least on the submission end 😊)

3. Administrative tasks

4. Querying data
MAUI Exception Request Form

1. Ease of obtaining information

Greetings,

I’m contacting you to certify that my student __________ is in my __________ course and that this course counts as an ethics course for whatever undergraduate purposes that the designation is needed for. If you have any further questions, please feel free to contact the __________ undergraduate studies director, __________.

Thank you,
2. Types of errors in emails:
   - Student’s name
   - Student’s UID
   - Course number or title
   - When or where the course was taken
   - Where the exception should go

3. Administrative tasks
   - Saving emails to Nolij

4. Querying data
   - Cannot easily query exceptions from Nolij
MAUI Exception Request Form

To access the Exception Request Form

- Degree Audit - Exception > Exception Request Form tab
MAUI Exception Request Form

To enter an exception:

1. Select the Exception Category

2. Select the Program of Study

3. Answer the remaining questions/prompts and submit the exception
MAUI Exception Request Form

After an exception is submitted, an email will be sent to the submitter, the student, and the Office of the Registrar.

Thank you for submitting an exception for [Name]. The following summary shows what you entered on the exception form.

- Exception Category: [Category]
- Exception Program of Study: [Program]
- UI Course: [Course]
- Cross Ref. Course: [Cross Reference]
- Additional Information: [Additional Info]

Cross Referenced Course:
- English and Creative Writing BA
- GWSS:3173 Gender, Sexuality, and Literature (Fall 2018)
- ENGL:3173 Gender, Sexuality, and Literature
- null

We will update the degree audit as soon as possible.

[Name] has been copied on this e-mail.

If you have questions about this exception, please contact the Office of the Registrar.

Thank you.

Graduation Analysis
Office of the Registrar
University of Iowa
MAUI Exception Request Form

After the exception has been entered, an email will be sent to the submitter and the student:

- **Submitter**: The exception you submitted for [redacted] has been entered and can be seen on the next audit you request through MAUI.
- **Student**: The exception [redacted] submitted has been entered and can be seen on the next audit you request through MyUI.

If either of you have questions about this exception, please contact Curt Graff ([curt-graff@uiowa.edu](mailto:curt-graff@uiowa.edu)) in the Office of the Registrar.

Thank you.

Graduation Analysis
Office of the Registrar
University of Iowa

At this time, it is not possible to copy individual advisors on these emails, but this is something we will look at as a possible future enhancement.