

Manual GPAS Exceptions Request

DIRECTIONS—Use this form to request exceptions that cannot be processed in the GPAS system for an individual student's GPAS audit and approved planner. Information regarding RG, R, and Requirement is located on the student's audit. Once completed, email to gssp@umn.edu, the Graduate Student Services and Progress (GSSP) office.

Note: Submit all transfer coursework through the GPAS Planner tool.

If your request includes an exception to University Graduate Education policy, please submit the Graduate Academic Policy Exception Request form along with this document. Find the form at sites.google.com/umn.edu/gpas/resources/gpas-manual.

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PART 1. Student information

	Student name (last, first):
	Student ID number:

PART 2. Apply exception to career

Choose the career the exception applies to. Check only one unless the exception is for a doctoral and master's in the same major.	<input type="checkbox"/> Doctoral
	<input type="checkbox"/> Specialist certificate
	<input type="checkbox"/> Post-baccalaureate certificate
	<input type="checkbox"/> Master's
	<input type="checkbox"/> Minor
	Enter major or minor name:
Enter track (if applicable):	

PART 3. Reason for request

Describe your manual exception request. Provide additional information in the comments section if needed.	<input type="checkbox"/> Correct existing exception
	<input type="checkbox"/> Use of quarter credits
	<input type="checkbox"/> Waive milestone
	<input type="checkbox"/> Other (describe):
	<input type="checkbox"/> Comments (comments will only be included on audit if box is checked)

PART 4. Exceptions

Section A: Move course(s) - Use this section to move courses into a specific requirement or to remove a course from a specific requirement.				
Course number (ex. COMM 8401)	Add or exclude	RG	R	Requirement

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Student name (last, first):	Student ID number:
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PART 4 continued

	Section B: Modify credits/courses - Use this section to reduce or increase the number of required credits at the RG, R, or Requirement level. If you are decreasing required credits to zero, use the Waive Requirement section below.		
	RG	R	Requirement

	Section C: Waive requirement - Use this section to exempt a student from a requirement.		
	RG	R	Requirement

PART 5. Requester information

	Name (last, first):
	University email:
	Phone number:

PART 6. Approval (OTR use only)

	Processed by:
	Processing date: