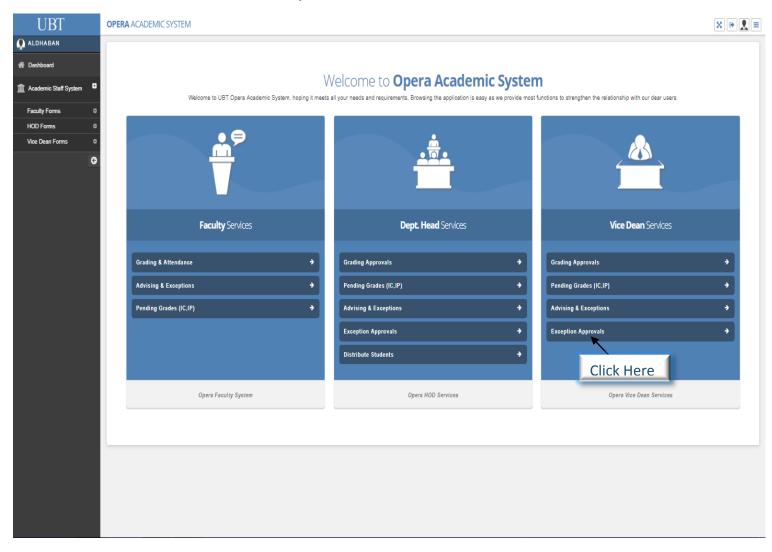
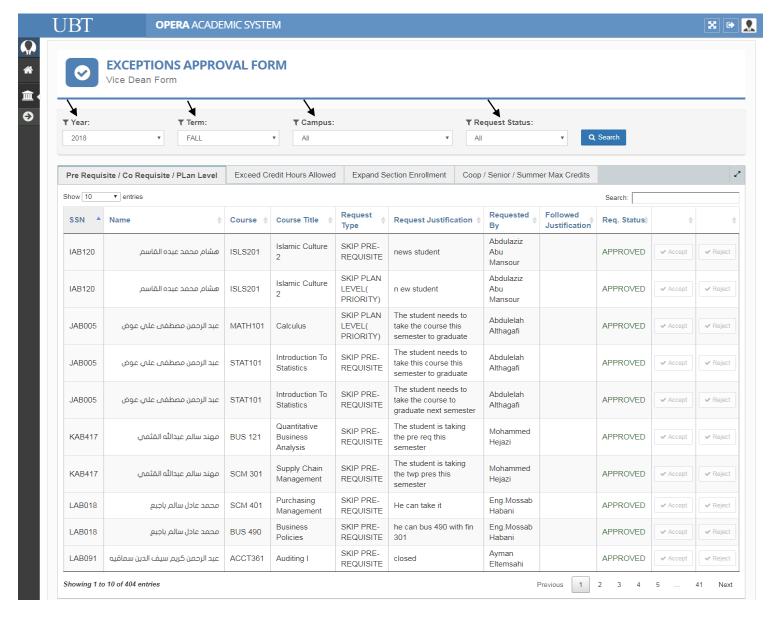
Vice Dean Exception Approvals User Guide

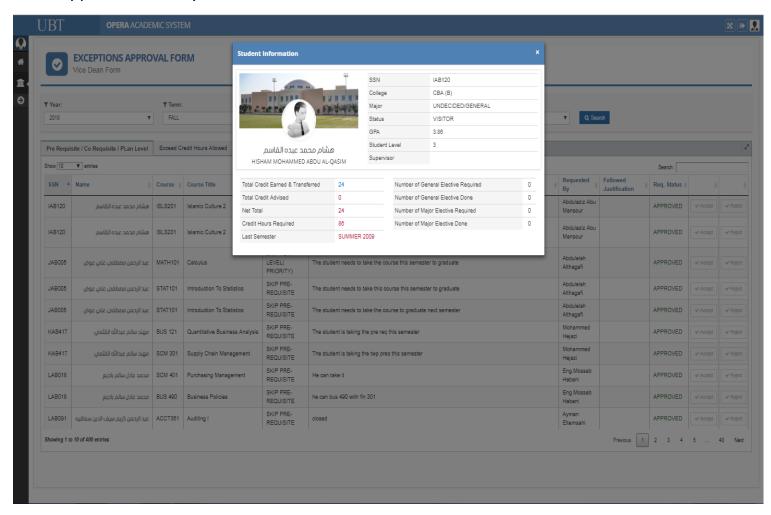
- To go to the **Exception Approvals** you will find it under the **Vice Dean Services** click on it from there.
- The **Exception Approval** is where you will see the exceptions for certain courses and as well as students that need help in with the courses, depending on the situation raised by the faculty member & H.O.D.
- Reviewing the exceptions you will either accept or reject, after that the response will be sent back to the H.O.D then Faculty members.



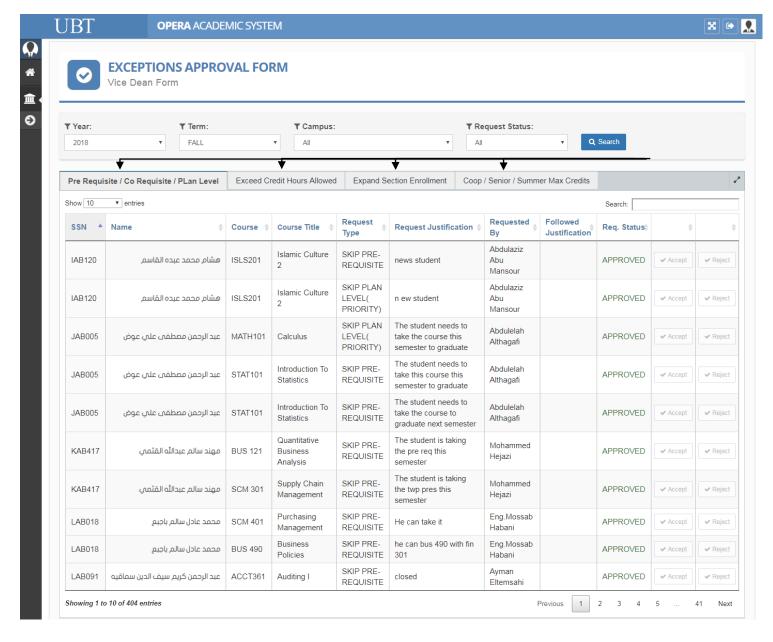
- After clicking on Exception Approvals you will be redirected to this page where you will be able to;
 - 1- Choose the Year & Term.
 - 2- Choose which department.
 - 3- Request status (it will change depending on the response).



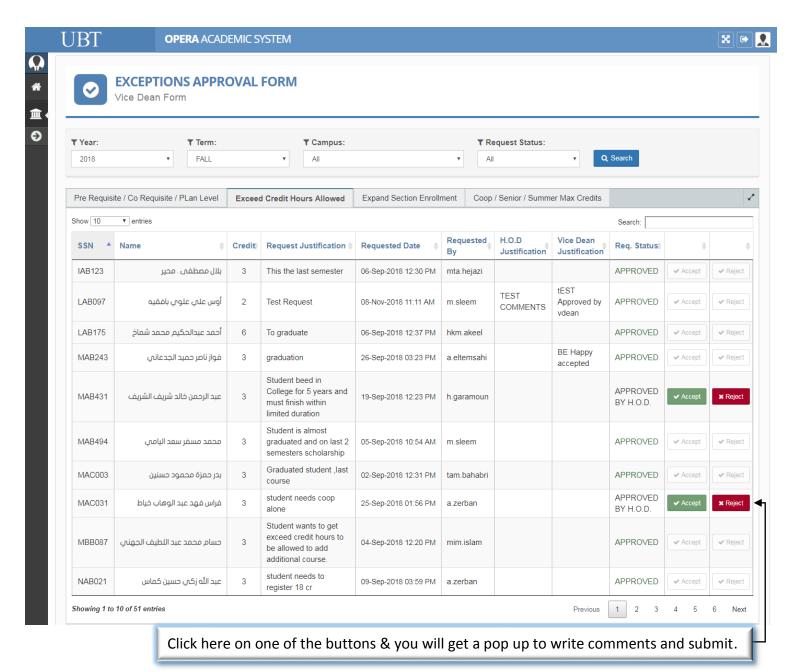
❖ If you click the SSN on the corner left the student's Academic information that will appear in this way for fast review.



- There are four major exception buttons in that page;
 - 1- Pre Requisite / Co Requisite / Plan Level.
 - 2- Exceed Credit Hours Allowed.
 - 3- Expand Section Enrollment.
 - 4- Coop / Senior / Summer Max Credits.
- In this section you will have the option of Accepting or Rejecting after reviewing the situation and all of the other options carry the same action.



- After you select Exceed Credit Hours Allowed you will see the following;
 - 1- Student SSN/ID.
 - 2- Student Name.
 - 3- Credit.
 - 4- Request justification & Date (where you will see the reason of the exception).
 - 5- Request by (faculty Member).
 - 6- H.O.D Justification (where they will leave a comment).
 - 7- Vice Dean Justification (where you will leave a justification).
 - 8- Request status.
- After reviewing all these options then make your choice to either Accept or Reject, afterwards the response will go back to the H.O.D & Faculty, If the H.O.D accepts then you can accept or reject if not then you will only be able to view.



After clicking on one of the options this is the pop up that will appear where you write your comment and submit.

