



Campus Collaboration Session—New Technologies in Advising

Dean's Exceptions to Policy The School of Public Health's Online Exceptions Management Tool

What is it?

- The SPH developed a web-based tool for submitting and reviewing student requests for exceptions to policy. Exception requests and the administrative review and management of requests are all done via a web browser.

Who uses it?

- All students in the SPH wishing to request an exception to policy must submit requests via this tool.
- Undergraduate Program Coordinators and advisors for each SPH major can access the exceptions administration form to review requests and/or submit comments relative to a specific request.
- The SPH Assistant Dean for Undergraduate Education and the SPH Student Services staff review and process all exception requests.

Functions:

- The Dean's Exception to Policy tool is used for all of the following exceptions. In each case the official University policy and appropriate procedures are clearly described prior to the required form fields students must complete.
 - * Cancellation of Registration (info only)
 - * Dropping More Than 4 Credits After Schedule Adjustment Ends
 - * Late Application for Graduation
 - * Permission to Enroll at Another University
 - * Repeating More Than 18 Credits
 - * Time Conflict
 - * Credit Overload
 - * Grading Method Change
 - * Late Add a Class
 - * Retro Drop
 - * Register for a Graduate Course
 - * Repeating a Course More Than Once
 - * Withdrawal and Leave of Absence

Advantages:

- 24-hour access for students and administrators
- Web-based environment allows access from anywhere
- Significant reduction in use of paper forms, a greener option and less paper management
- Electronic records for historical review and data in an Excel file
- Generates Permission to Enroll form that mimics the campus' paper form

Limitations:

- Does not autofill student's personal information (name, contact information, etc.), but capacity exists
- Independent tool, not linked to any University tools such as SIS, Degree Navigator, etc.
- Cold Fusion and Oracle code
- Does not automatically generate metrics (e.g. number of a specific type of request, percentage approved, etc.)

Where to go for more information?

- Contact Blakely Pomietto (blakely@umd.edu or x5-8272) for more information.
- Check it out on: <http://sph.umd.edu/polexc>; Login using directory ID and password