Processing Grad App Exception

Several of the colleges, live in APEX, have expressed their desire to mark audits with a notice that a student’s completed Graduation Application has been received by the college. Below is the procedure regarding how to enter the exception known as: “GR – Application For Degree Received By College”.

1. Starting on the Audit Request page, click on the menu (top of screen) and select “Add Exception”. (See Figure 1) The “Add New Exception” screen should now show. (See Figure 2)

![Figure 1](image1.png)

**Figure 1.**

**Figure 2: List of APEX Exception.**

![Add New Exception](image2.png)
2. Select the “GR” exception. (See Figure 3)

**Figure 3: GR – Application For Degree Received By College**

![Figure 3: GR – Application For Degree Received By College](image)

3. On the GR exception, in the “Requirement Name or Pseudo-Course” field, select the appropriate APEX pseudo course to id the appropriate college. The two digit college code is at the start of each pseudo course. For example, the College of Arts & Sciences would select “AS GRAD APP”. (See Figure 4)

**Figure 4:**

![Figure 4](image)
4. Next, in the “Required Sub-reqs (req level) or Courses (sub-req): field, select the only option available which should be “-1”. (See Figure 5)

Figure 5.

Graduation Application Verification

Exception Code: GR
Requirement Name or Pseudo-
Course: AS GRAD APP
Required Sub-reqs (req level) or
Courses (sub-req): -1
Authorized By: AS ADVISOR
Date: 02/20/2009
Last Modified: By:

5. The “Authorized By” field should be populated with the two digit college code and the AD-ID or last name of the person authorizing the exception. The “Date” field pertains to the current date. (See Figure 6)

Figure 6.
6. Once the fields have been completed, click the “SaveAdd” button and proceed to produce a new audit verifying the exception is successful. If successful, the Graduation Application Requirement should now appear as complete (GREEN).

7. If any problems arise, please, contact your APEX College Contact or Team APEX.