WORKFLOW:
INITIATING AN EXCEPTION TO GRADUATION REQUIREMENTS IN POUNCE

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PROCESS

Exceptions to graduation requirements are initiated via Pounce by student advisors or department chairs. Once submitted, the request is sent via Workflow for approval to the appropriate approvers. Upon final approval, exceptions to graduation requirements are processed in the Office of the Registrar within 2-3 business days.

RESPONSIBILITIES

Advisors should complete an exception to graduation requirements when a student wishes to seek approval for an exception to a graduation requirement or regulation.
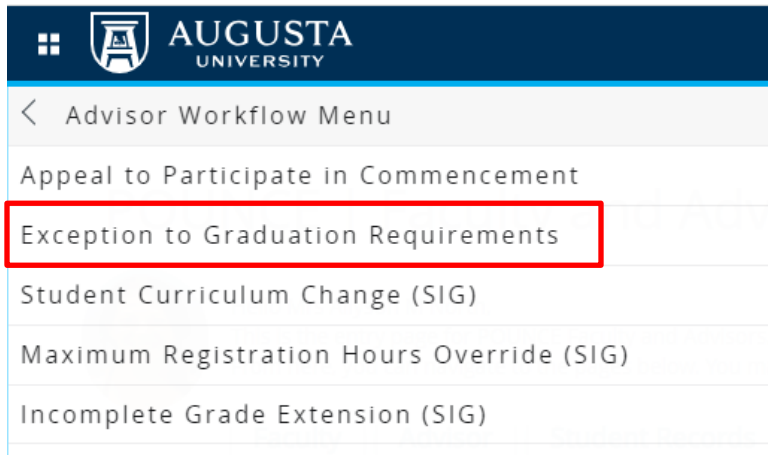
INSTRUCTIONS

1. Log into Pounce using your NetID and password.
   https://pounce.augusta.edu.

2. Click the four-square menu on the top left header (Alt+M).

3. Expand the Advisors Menu.
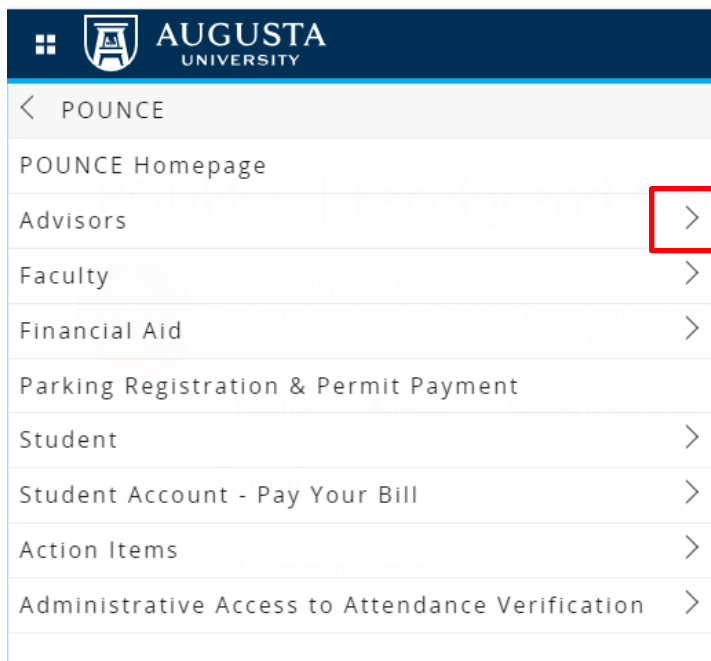
4. Expand Advisor Workflow Menu and select "Exception to Graduation Requirements" from the options.
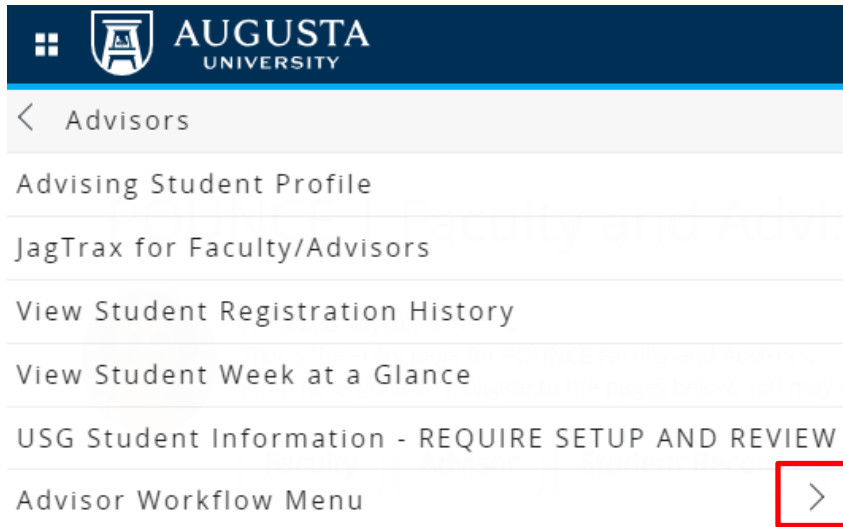
5. Choose the current term then "Submit."
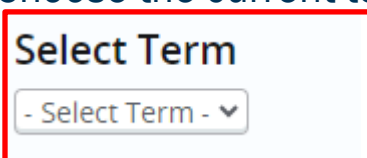
6. Enter the Student ID for the student for whom you will be submitting an exception.

Select Term

Spring 2024

Search For Student in Term Spring 2024

Enter Last Name or ID: [   ] - Select Student -

7. Click on "Select Student". The student for whom you entered the ID number should populate in the section highlighted below. Click on the student's name.

Search For Student in Term Spring 2024

Enter Last Name or ID: 912123456   - Select Student -

- Select Student -

8. Confirm the information listed under "Student Information" is correct. If the information is incorrect, please contact jagtrax@augusta.edu and include the information that needs to be updated.

Student Information

Student ID:

Name:

Expected Grad Date:

Program:

Degree:

Major:

Concentration:

Minor: -

Double/Dual:

Catalog Year:

9. Choose the exception requested.

Request Information

Graduation Application on File: * [Select Option... ▾]

Exception Requested: * [Select Option... ▾]

Select Option...
Waive Minor
Minimum of 39 Credits in Upper Division Courses
Minimum of 30 Credits of AU Upper Division Courses
Minimum of 30 Credits at AU
Minimum of 120 Credits, Excluding WELL
Other

Submit

Start Over

10. If the exception needed is not in the dropdown from step 9, type in the exception in the "if other, please list request" box.

Request Information

Graduation Application on File: * [Select Option... ▾]

Exception Requested: * [Select Option... ▾]

If Other, please list request: [   ]

Provide a Justification for the exception requested: * [   ]

NOTE: If you chose any exception in Step 9 that was not "Other", please enter "NA" or "not applicable" in the "if other, please list request" box as all boxes must be completed in order for the workflow to process.

11. Provide a justification for the exception requested.

Request Information

Graduation Application on File: * [Select Option... ▾]

Exception Requested: * [Select Option... ▾]

If Other, please list request: [   ]

Provide a Justification for the exception requested: * [   ]

12. Once submitted, a confirmation of submission will populate.

Exception to Graduation Requirements

Exception to Graduation Requirements Submitted.

✓ Exception to Graduation Requirements - Successfully Submitted

13. At this time, the request will move to the first approver.

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FREQUENTLY ASKED QUESTIONS

Q: How long does it take to process an exception to graduation requirements?
A: Once the approved appeal is received by the Registrar's Office, it will be completed within 2-3 business days.

Q: We've always placed the exception in the student's file. What kind of documentation will this provide?
A: Workflow will "document" each step in the process and the University Administrator and the Registrar's Office will have access to audit the trail.

CONTACT

If you have any additional questions, please contact our office at jagtrax@augusta.edu.