Accessing and Submitting the Course Exception Request Form

This guide offers instructions on how to access and submit the Course Exception Request form via Trailhead. Once submitted, the request will be routed to the appropriate department reviewer. If approved, you will receive an email notification and the exception will be made on your record. If denied, you will also receive an email notification with the reason for denial.
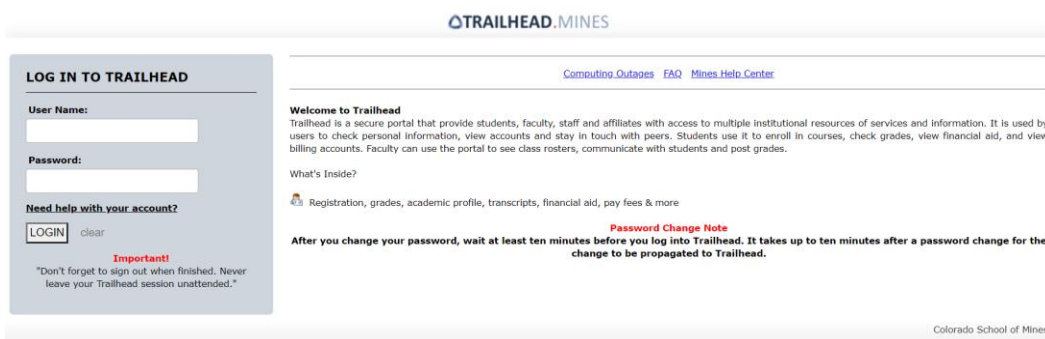
Accessing the Course Exception Request Form

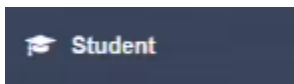To access the Course Exception Request form, perform the following steps.

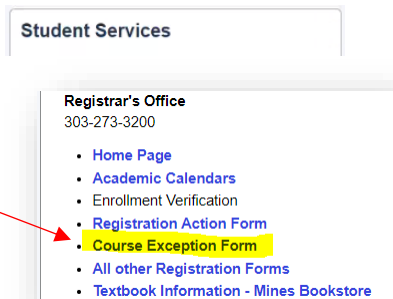1. Double click on your preferred internet browser icon to launch the browser. (Recommended: Chrome).

2. Navigate to Trailhead and login using your **Multipass credentials**: https://trailhead.mines.edu/

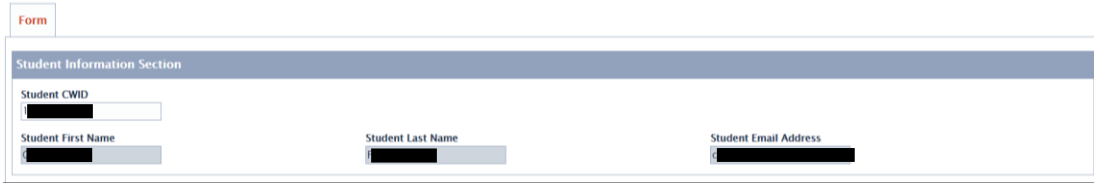
3. Select the **Student** link on the left-hand side of the landing page.

    Under the Student Services portlet, select the **Course Exception Form** link.

4. You will be redirected to the Course Exception form in OnBase where your information will populate in the Student Information Section.

5. Proceed with filling out the form, ensuring all required fields are complete
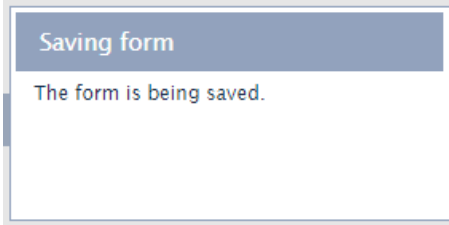NOTE: Required fields are marked with an asterisk.

Submitting the Course Exception Request Form

To submit your completed Course Exception Request Form, perform the following steps.

1. After completing the Course Exception Request form, click the **Submit** button at the bottom of the page.

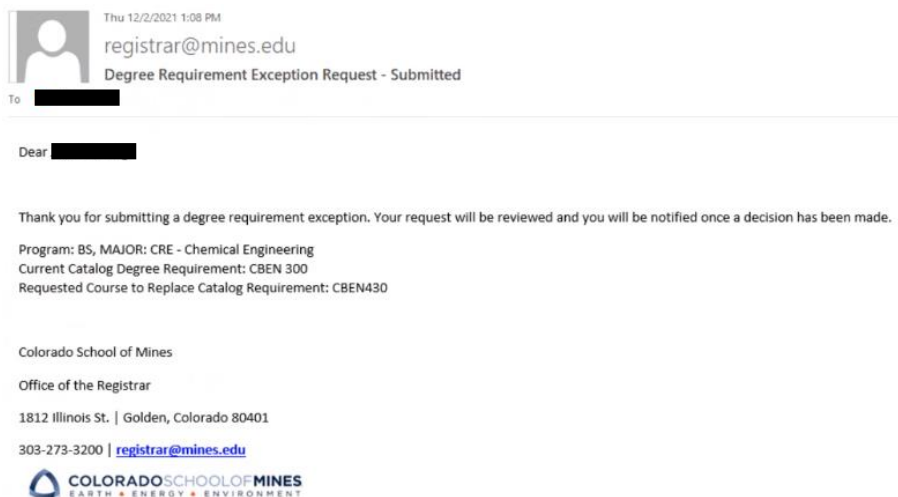   A popup window will appear showing that the form is being saved.

2. Once your form has been saved, you will be redirected to a confirmation page with instructions on next steps.

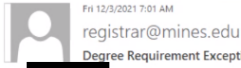   You will also receive an email notification confirming the submission of your request.

Confirmation of Approval or Denial of Course Exception Request

Following the review of your course exception request, you will be notified of the decision.

A) Course Exception Request – Approved

B) Course Exception Request – Denied