

iCAP UNDERGRADUATE DEGREE EXCEPTION FORM

For WKU course exceptions

Instructions: Complete the applicable portion(s) of this form if exceptions to degree requirements and/or the iCAP report are requested. Refer to the iCAP report for the Requirement Name and Sub-Requirement #. Approved changes will be noted on the iCAP report.

1. Obtain the signature of the advisor and department head.
2. Submit form to the Dean's office for final approval.
3. If additional lines are needed for changes, attach another form; signatures are needed on the first form only.

All degree requirements will be completed by: _____

WKU ID: _____ Name: _____ Local Phone: _____
Last First Middle

Waive a Required Course in Major or Minor

WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____

Course Substitution in Major or Minor

To substitute a transfer course (TRAN EL-L, SUB EL-L, EL-U), use the iCAP Transfer Equivalency/Substitution Form.

WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for _____.

WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for _____.

WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for _____.

WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for _____.

WKU Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for _____.

General Education Category A2 Foreign Language

Transfer or readmission students who began their college career as degree-seeking students prior to the 2004 summer term may use the first level of a foreign language course.

WKU Course Prefix & Number: _____ Hours: _____ First Semester of College Work: _____

Waive Course Grade Requirement in Major or Minor

WKU Course Prefix & Number: _____ Grade: _____ Major/Minor Title: _____ Sub-Requirement #: _____
WKU Course Prefix & Number: _____ Grade: _____ Major/Minor Title: _____ Sub-Requirement #: _____

Waive Hours in Requirement

Number of Hours: _____ Requirement Name: _____ Sub-Requirement #: _____
Number of Hours: _____ Requirement Name: _____ Sub-Requirement #: _____

For Office of the Registrar Only

Date Processed: _____

Processor: _____

Exception Type: CA CC CW GC
GP HW XL SC

Notes: _____

Run an iCAP report before submitting this form to ensure the exceptions have not already been processed.

Student's Signature

Date

Advisor's Signature

Date

Department Head's Signature

Date

Dean's Signature

Date