

iCAP UNDERGRADUATE DEGREE EXCEPTION FORM

VA Student

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. Attach an additional form if additional lines are needed. Signatures are only required on the first form. This form is only for iCAP Exceptions and Substitutions. Revisions to this form must be approved by the Office of the Registrar. Please refer to the Transfer Center's processes to make a course equivalent to a WKU course or to approve Education Abroad courses.

WKU ID: _____ Last Name, First Name: _____ Expected Graduation Term: _____

Waive a Required Course (and Hours) 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

Note: When substituting a transfer course that does not have a WKU equivalency (i.e., TRAN EL-L), please include the course number from the transferring institution and the name of the institution. If the hours do not match, please indicate (y/n) if an hour adjustment is needed.

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Course Prefix & Number: _____ Hours: _____ Major/Minor Title: _____ Sub-Requirement #: _____
Substitute for: _____ Hours: _____ Transfer Institution: _____ Hour Adj. Needed: _____

Waive Course Grade/GPA Requirement in Major or Minor

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

Waive Hours in Requirement

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

World/Foreign Language Requirement

The World/Foreign Language Requirement varies depending on whether the student is following the "old" general education requirements (prior to Fall 2014) or Colonnade requirements. If applicable, this exception request must be attached to a letter from the Office of International Programs.

International Student Exception: Old General Education WKU Course Prefix & Number: _____ Hours: _____ Colonnade Waiver
First-Level Exception: WKU Course Prefix & Number: _____ Hours: _____ First Semester of College Work: _____

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

The Dean's Office should submit form to the iCAP Staff; Office of the Registrar; PH 216 (front desk).