



Degree Works Exception Form - Undergraduate Curriculum

WKU ID# _____ Last Name, First Name _____

Major/Minor/Certificate Title: _____ Estimated Degree Completion Term: _____

WAIVE A REQUIRED COURSE (OR HOURS) IN MAJOR, MINOR, OR CERTIFICATE

| | COURSE PREFIX, NUMBER, AND TITLE | HOURS | BLOCK HEADER |
|-------|----------------------------------|-------|--------------|
| WAIVE | | | |
| WAIVE | | | |

WAIVE COURSE GRADE/GPA REQUIREMENT

| | COURSE PREFIX, NUMBER, AND TITLE | HOURS | BLOCK HEADER |
|-------|----------------------------------|-------|--------------|
| WAIVE | | | |
| WAIVE | | | |

COURSE SUBSTITUTION (WKU courses only)

| | COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | BLOCK HEADER |
|-----|----------------------------------|-----|----------------------|--------------|
| SUB | | | | |
| FOR | | | | |
| | COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | BLOCK HEADER |
| SUB | | | | |
| FOR | | | | |
| | COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | BLOCK HEADER |
| SUB | | | | |
| FOR | | | | |
| | COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | BLOCK HEADER |
| SUB | | | | |
| FOR | | | | |
| | COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | BLOCK HEADER |
| SUB | | | | |
| FOR | | | | |

TRANSFER COURSES

| | TRANSFER COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | TRANSFER INSTITUTION | BLOCK HEADER |
|-----|---|-----|----------------------|----------------------|--------------|
| SUB | | | | | |
| FOR | | | | | |
| | TRANSFER COURSE PREFIX, NUMBER, AND TITLE | HRS | HRS Adjustment (Y/N) | TRANSFER INSTITUTION | BLOCK HEADER |
| SUB | | | | | |
| FOR | | | | | |

WORLD LANGUAGE PROFICIENCY REQUIREMENT (This exception request must be attached to a letter from the Office of International Programs.)

| EXCEPTION | Y/N | FIRST SEMESTER OF COLLEGE WORK |
|---|-----|--------------------------------|
| FIRST LEVEL EXCEPTION/ INTERNATIONAL STUDENT WAIVER | | |

Student Signature Date

Dept Head Signature Date

Advisor Signature Date

Dean Signature Date

Once all signatures obtained, dean's office should submit completed forms to Dana Jones (dana.jones@wku.edu) for student last name A-K, or Marsha Wagoner (marsha.wagoner@wku.edu) for student last name L-Z.