Form:	Use for:	Routing and Signatures
Change of Major form	• Change a student's major/minor, add a certificate, or change an advisor • **Generate on TopNet** and send to ACDC (academic.advising@wku.edu you're your ACDC Advisor Kirsten.kellsberger@wku.edu or Logan.johnson@wku.edu	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Advisor and Department Head, then email to ACDC academic.advising@wku.edu subject: "Change of Major {Student's Name}"
iCAP Undergraduate Exception Form	• Substituting a WKU or transfer course for another WKU course in the major or minor requirement • Waiving a grade/elevated GPA requirement • Waiving a course or hours in a major or minor. • Manual screening of World/Foreign Language Requirement	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or email approval **Routing Signatures:** Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "iCAP {Student's Name}"
Request For TRANSFER Equivalency	• Substituting a transfer course without an equivalent for a course in the major or minor. (**For any course substitutions, please use our new iCAP Exception form. It is the first form on this list.**) *Note: Requires the dean's signature.* • Making a transfer course equivalent to a WKU course. *Note: Requires the department head's signature. Can be done in TES.*	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "Transfer {Student's Name}". *Direct Equivalencies to a WKU Course: email to Beth Pethalsky (beth.pethalsky@wku.edu)*
Request to Change or Extend Catalog Term/Year	• Updating curriculum to show new major, minor, and general education/ Colonnade requirements. *Note: Requires the student's signature or email approval*	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Student, Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "Change/Extend Catalog {Student's Name}"
JUMP iCAP Exception Form	• Authorization to use graduate courses toward both undergraduate and graduate degrees (JUMP students only)	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Student, Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "JUMP iCAP {Student's Name}"

OTHER DEGREE CERTIFICATION FORMS

Form:	Use for:	
Second Degree Program Form	• Students pursuing a second associate or second baccalaureate degree must complete this document. The dean's office will forward the form to the Office of the Registrar.	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Student, Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "Second Degree {Student's Name}"
Certificate	• Students pursuing an undergraduate certificate program must complete this form. ***Note: if using in place of a minor, please indicate on form*	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Student, Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "Certificate {Student's Name}"
Degree Program Change Form	• Changes to paper degree program or certificate forms.	**Sign with**: Adobe Signature Tool, Digital Signature, Scanned document/Clear picture, or Email approval **Routing Signatures:** Student, Advisor, Department Head, then email to Cierra (Cierra.waller@wku.edu) with subject: "Certificate {Student's Name}"