VA STUDENT ☐

WKU Office of the Registrar

Degree Works Exception Form - Undergraduate Curriculum

WKU ID# _____ Last Name, First Name _____

Major/Minor/Certificate: _____ 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 REQUIREMENT

	COURSE PREFIX, NUMBER, AND TITLE	GRADE	BLOCK HEADER
WAIVE			
WAIVE			

WAIVE GPA REQUIREMENT IN MAJOR OR MINOR

	MAJOR/MINOR TITLE AND REFERENCE NUMBER	GPA	BLOCK HEADER
WAIVE			
WAIVE			

COURSE SUBSTITUTION (WKU courses only)

	COURSE PREFIX, NUMBER, AND TITLE	HRS	HR ADJUST (Y/N)	BLOCK HEADER
REMOVE				
ADD				
	COURSE PREFIX, NUMBER, AND TITLE	HRS	HR ADJUST (Y/N)	BLOCK HEADER
REMOVE				
ADD				
	COURSE PREFIX, NUMBER, AND TITLE	HRS	HR ADJUST (Y/N)	BLOCK HEADER
REMOVE				
ADD				
	COURSE PREFIX, NUMBER, AND TITLE	HRS	HR ADJUST (Y/N)	BLOCK HEADER
REMOVE				
ADD				

TRANSFER COURSES

	TRANSFER COURSE PREFIX, NUMBER, AND TITLE	HRS	HR ADJUST (Y/N)	TRANSFER INSTITUTION
REMOVE				
ADD				
	TRANSFER COURSE PREFIX, NUMBER, AND TITLE	HRS	HR ADJUST (Y/N)	TRANSFER INSTITUTION
REMOVE				
ADD				

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.