



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				
	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.