



## 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](mailto:dana.jones@wku.edu)) for student last name A-K, or Marsha Wagoner ([marsha.wagoner@wku.edu](mailto:marsha.wagoner@wku.edu)) for student last name L-Z.