



## Graduate Exception Request

Request exceptions to degree program requirements using this form. To avoid corrections, it is preferable to file this request after the affected courses are completed. Approved exceptions will be recorded in the degree audit.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Program \_\_\_\_\_

Substitute another course for a core (required) course or a specific elective in a prescribed list

Substitute this course \_\_\_\_\_ for course \_\_\_\_\_

Substitute this course \_\_\_\_\_ for course \_\_\_\_\_

Substitute this course \_\_\_\_\_ for course \_\_\_\_\_

Allow course(s) to be used as elective(s) although not on the program’s standard electives list

Course 1 \_\_\_\_\_ Course 2 \_\_\_\_\_

Course 3 \_\_\_\_\_ Course 4 \_\_\_\_\_

Other Exception

*Describe the “Other Exception” being requested and provide a justification*

Advisor, is committee approval required for this exception?  Yes  No

\_\_\_\_\_  
 Advisor/Major Professor signature

\_\_\_\_\_  
 Print Name & Dept on line above

\_\_\_\_\_  
 Date

**Committee must sign if advisor has indicated that committee approval is required.**

Signature	Printed name and Department or Affiliation	Date
Graduate Division Representative		
Committee member		
Committee member		
Committee member		
Committee member		
Committee member		

**The signature of the program coordinator or department head is required on all exception forms.**

\_\_\_\_\_  
 Program Coordinator or Dept. Head Signature

\_\_\_\_\_  
 Print Name & Dept on the line above

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dean of Graduate Education Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date