

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. Deliver to the Office of Graduate Education. 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