



Degree Works Exception Approval Form

Name _____

Student Number W_____

If an exception has been made for coursework listed on your Degree Works worksheet, or the course or requirement has been waived, documentation of approval is required for the University's permanent records.

1. Indicate the block in which the exception will be made. Please complete a separate exception approval form for each block where an exception has been approved.
2. Indicate the original course or requirement as listed on your Degree Works worksheet.
3. Indicate the replacement course or requirement (or indicate waived if the requirement is being waived).
4. Indicate if the course or requirement is Completed, In-Progress, or still Remaining to be completed.
5. Have your advisor sign and date this form. Only advisors within the major/minor/certificate may approve an exception for the given block.
6. Return the completed form to Degree Evaluation in the Registrar's Office (Old Main 230), 516 High Street, Bellingham, WA 98225-9008 or email to DegreeEval@wwu.edu

***Questions? Call Degree Evaluation at (360) 650-3985**

Requesting Exception in Degree Works Block:

Major: _____

Certificate: _____

Minor: _____

Other Block: _____

Exception for Course or Requirement:

(Example: ENVS 326 or "Electives under advisement")

Course or Requirement Replacement:

(Example: ENVS 322 Analysis of Spatial Data or "Waived")

_____ Completed In-Progress Remaining

_____ Completed In-Progress Remaining

_____ Completed In-Progress Remaining

_____ Completed In-Progress Remaining

Advisor's Name (Please Print)

Advisor's Signature

Date