

EXCEPTION TO GRADUATION REQUIREMENTS

LIMITATIONS

1. Core requirement exceptions may not be approved by departments. Written appeals to core requirements are reserved for exceptional circumstances and must be submitted to the Service Hub at twu.ca/help.
2. Lower-level courses may only replace upper-level courses in cases where the student has taken enough upper-level credits to meet upper-level requirements as outlined on their program checklist.

PROCEDURE:

1. Complete **all** information in SECTION A and SECTION B.
2. Obtain all signatures in SECTION C.
3. Submit completed form to the Service Hub

SECTION A

| | | |
|--------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------|
| LAST NAME | FIRST NAME | TWU ID NUMBER |
| | | |
| MAJOR/CONCENTRATION/MINOR affected by this exception: | | CURRENT SEMESTER: _____ <small style="margin-left: 100px;">year</small> |
| | | Spring Fall Summer |

SECTION B

| STEP 1: List course(s) to be replaced or waived as per your Program Checklist: | | STEP 2: If replacing course requirement, list course(s) approved by department for substitution. If request is for a waiver, please skip to Step 3. | | | |
|---------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------|--------------------------------------------------------------------------|
| COURSE CODE <small>Ex. PSYC 105</small> | SEM. HRS | COURSE CODE <small>Ex. PSYC 105</small> | SEM. HRS | SEMESTER TAKEN <small>Ex. FA 2022</small> | If transfer credit, also include the original institution's Course Code. |
| | | | | Sem. _____ Year _____ | |
| | | | | Sem. _____ Year _____ | |
| | | | | Sem. _____ Year _____ | |

| |
|-----------------------------------------------------|
| STEP 3 (REQUIRED): Brief outline of request: |
| |

| | |
|-----------------------------------|----------------------|
| _____ Student Signature | _____ Date |
|-----------------------------------|----------------------|

SECTION C

| | | |
|--------------------------------------------|----------------------------|----------------------|
| _____ Department Chair Signature | _____ Print Name | _____ Date |
|--------------------------------------------|----------------------------|----------------------|

| | | |
|----------------------------------------|----------------------------|----------------------|
| _____ Faculty Dean Signature | _____ Print Name | _____ Date |
|----------------------------------------|----------------------------|----------------------|

| | | |
|---------------------------------------------------|----------------------------|----------------------|
| _____ Office of the Registrar Signature | _____ Print Name | _____ Date |
|---------------------------------------------------|----------------------------|----------------------|