

REQUEST FOR EXCEPTION TO ACADEMIC REQUIREMENTS

Registrar's Office - registrar@cwidi.edu - 208.562.3000 phone - 888.562.3216 fax
PO Box 3010 - MS 1000 - Nampa, ID 83653 - www.cwidi.edu

This form is used to request exceptions to academic and degree requirements for graduation purposes.

We strongly encourage students to work with their assigned advisor in completing this form.

It is the student's responsibility to provide rationale and/or documentation justifying the exception requested.

The student submits the form to the Department Chair over their degree program.

Once the form has been completed and all approval signatures have been obtained, the form will be processed in the Registrar's office.

Students will receive notification of the decision via student e-mail.

PROGRAM INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____
STUDENT ID _____ PHONE NUMBER (INCLUDING AREA CODE) _____ DATE OF BIRTH _____
EMAIL _____ MAJOR _____ CATALOG YEAR _____
ANTICIPATED GRADUATION DATE _____ ADVISOR'S NAME _____

REQUEST FOR EXCEPTIONS

Attach unofficial transcript to this form. Unofficial transcripts can be obtained on MyCWI.

Please describe in detail the following:

1) Requirement for which you are requesting an exception:

A) Check One: ☐ Major/Program Requirement ☐ General Education ☐ Other Degree/Certificate Requirement

B) List the course or requirement you wish to receive an exception for:

2) The course(s) you are requesting to substitute for the above requirement:

3) Your justification, including supporting documentation. You may attach additional pages if needed.

STUDENT SIGNATURE

STUDENT SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

APPROVAL SIGNATURES

1. DEPARTMENT CHAIR (DEGREE) SIGNATURE _____ DATE _____

PRINT NAME _____ PHONE NUMBER _____ ☐ APPROVED ☐ DENIED

2. DEPARTMENT CHAIR (DISCIPLINE) SIGNATURE _____ DATE _____

PRINT NAME _____ PHONE NUMBER _____ ☐ APPROVED ☐ DENIED

3. DEAN (DEGREE) SIGNATURE _____ DATE _____

PRINT NAME _____ PHONE NUMBER _____ ☐ APPROVED ☐ DENIED