# Degree Works Course Exception

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Springfield, MO 65897

Missouri State | OFFICE of THE REGISTRAR

Form revised 8/3/2021

Student Name: _____ BearPass #: M _____
Last First MI

**COURSE SUBSTITUTION (SUBSTITUTE EXCEPTION):**

1. Indicate the major/minor/admission block you wish to change.
2. List the new course that you wish to approve (***if this is a transfer course, list the MSU equivalency.***)
3. List the old course that you wish to replace (***if this is a transfer course, list the MSU equivalency.***)
4. List any additional information you wish to share (e.g. if the student has multiple transfer electives, please list the semester of completion and/or the original course number/title from the previous institution to help us identify it.)

| Major/Minor/Admission block to Change | Replace this course(s) | Add this course(s) | Additional notes about the request *(optional)* |
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**COURSE WAIVER (FORCE CLOSE EXCEPTION):**

| Major/Minor/Admission block to Change | Course(s)/Item(s) to be waived | Additional notes about the request *(optional)* |
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**COURSE APPROVAL OR ADVISOR APPROVED COURSE LIST (APPLY HERE OR ALSO ALLOW EXCEPTION):**

| Major/Minor/Admission block area to add course(s) | Course(s) to add | If course already passed and graded, put "X" here. (Apply Here exception) | If course is in-progress now or future or incomplete grade, put "X" here. (Also Allow exception) |
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| **Additional notes about the request *(optional)*** | | | |

**REQUIRED HOURS DEDUCTION (REMOVE COURSE AND/OR CHANGE THE LIMIT EXCEPTION):**

| Major/Minor/Admission block to Change | Credits or courses typically required | Credits or courses you wish to require | Additional notes about the request *(optional)* |
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**OTHER DEGREE AUDIT CHANGES YOU WISH TO REQUEST (DESCRIBE HERE):**

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_____ _____
Advisor Signature Date Department Head or Authorized Signature Date

**Return this form to your department office (or designee) for review and processing.**