



Degree with Designation (STAA) Course Exception Request

Students pursuing a Degree with Designation (Statewide Articulation Agreement) may seek to have an exception made to the course requirements for the degree. The process to request the exception is:

1. Student completes "STUDENT INFORMATION" section.
2. ACC Graduation Coordinator completes "DEGREE and COURSE INFORMATION" sections.
3. Student seeks approval from the four-year institution where they plan to transfer upon graduation from ACC.
4. Student returns the completed form to the ACC Graduation Coordinator (graduation@arapahoe.edu) no later than the last day of the ACC semester in which the student intends to graduate from ACC.
5. Student should retain a copy of the completed form for their records.

STUDENT INFORMATION:

ACC ID Number (S#):	
Student First and Last Name:	
ACC Graduation Term & Year:	

DEGREE and COURSE INFORMATION:

ACC Degree Program:	
Four-Year Institution Name:	
Four-Year Institution Degree Program:	
Four-Year Institution Staff Member:	
Four-Year Institution Staff Member Contact Information:	

Section 1: The following is required for the DwD / [Statewide Articulation Agreement](#):

DwD Category	Course ID / Category	Course Title	Credits

Section 2: The student would like to take the following instead:

DwD Category	Course ID	Course Title	Cr	Institution

Four-Year Institution Approval: By signing below, I agree that the Four-Year Institution listed above will accept the course(s) and credits identified above in **Section 2** in transfer and those courses and credits will be applied to the Four-Year Institution Degree Program listed above, just as the courses and credits in **Section 1** would have applied.

Signature: _____ **Date:** _____

Printed Full Name: _____ **Phone:** _____

Notes / Information (from ACC and / or four-year institution):

Student Acknowledgement: By submitting this form to ACC, the student acknowledges that only courses completed with a grade of "C-" or better will be accepted by the four-year institution. **This agreement applies only to the four-year institution, degrees, courses, and credits identified above. Should the student decide to pursue a different four-year institution and / or four-year degree, this agreement is no longer valid.**

It is the student's responsibility to provide a copy of this form to the four-year institution upon admission and retain the original until graduation from the four-year institution. All of the other guarantees and limitations of the [Statewide Articulation Agreement](#) apply.

Original: ACC Student File

Copy: Student – via email (student email address)