

# Course Exceptions

## Course Exceptions

### Graduate Students

Please contact the Office of Graduate Studies for more information on substituting courses.

### Undergraduate Students

Students may request to have an exception so that an alternative course can be applied to a Core or Major requirement within their Degree Audit to satisfy graduation requirements. This may be requested through a Course Exception form in Trailhead.

Students should review detailed instructions.

Please review your Degree Audit in Degree Works **before** submitting a Course Exception form. To access Degree Works:

1. Log into Trailhead
2. Click on the Degree Works widget
3. Click on the blue Dashboard button, which will take you into Degree Works

**Please Note:** A course exception form affects **only** your graduation requirement for the selected program. It will not affect prerequisites for other classes. If you are attempting to register for a class and have substituted one of the prerequisites, you will need to complete a Registration Action

form.

## Department Approvers

Department Approvers should review detailed approval instructions.

## Contact Us

### Registrar's Office

Student Center, Suite E280  
1200 16th Street  
Golden, CO 80401

### Registration or student record questions

[registrar@mines.edu](mailto:registrar@mines.edu)

303-273-3200

FAX: 303-384-2253

### Residency petition & COF questions

[residency@mines.edu](mailto:residency@mines.edu)

### Transfer credit questions

[transfer@mines.edu](mailto:transfer@mines.edu)

### Military and VA Benefit related questions

[veterans@mines.edu](mailto:veterans@mines.edu)

### Graduation questions

[graduation@mines.edu](mailto:graduation@mines.edu)