PENSACOLA JUNIOR COLLEGE
COURSE SUBSTITUTION/GRADUATION EXCEPTION REQUEST

CHECK CATEGORY: ☐ COURSE SUBSTITUTION ☐ GRADUATION POLICY EXCEPTION

Does the Office of Financial Aid/Veterans Affairs need to be notified? ☐ YES ☐ NO

Student ID or SSN _____ Name _____ Last First MI

Address _____
Number & Street City State Zip

Telephone _____/_____ email Address _____
Day Evening

Program of Study _____ Degree Type: ☐ AA ☐ AAS ☐ AS ☐ Cert

Effective Catalog (Academic Year) _____

Substitution/Exception:

Course Number of Required Course	Title of Required Course	Course Number of Requested Course	Title of Requested Course

NOTE: Attach Degree Audit (DAUDR) and Student History (DSH)

Justification/Reason for Exception:

_____

_____

_____

Student Signature _____ Date _____

Advisor/Counselor Signature _____ Date _____
☐ Approved ☐ Disapproved

Department Head Signature _____ Date _____
☐ Approved ☐ Disapproved

Registrar makes final approval decisions for all Course Substitutions and Graduation Exception Requests. The student will receive written notification of the final decision.

Registrar Use Only

Registrar's Signature _____ Date _____
☐ Approved ☐ Disapproved

Explanation for disapproval _____

_____

Rev 2/20/06