

PENSACOLA STATE COLLEGE

Course Substitution Request – Effective Catalog Adjustment Request

Does the Office of Financial Aid/Veterans Affairs need to be notified? Yes No

Pensacola State College Student ID	Last Name	First	MI
Address		City	
	State	Zip	Pirate Mail Address
<u>@students.PensacolaState.Edu</u>			
Program of Study _____			
<input type="checkbox"/> AA <input type="checkbox"/> AAS <input type="checkbox"/> AS <input type="checkbox"/> Certificate <input type="checkbox"/> Baccalaureate			

Complete the appropriate section of the form below. The College Registrar makes final decisions for course substitution requests and effective catalog adjustment requests. The student will be notified of the decision by a message to his/her Pirate Mail account.

Course Substitution Request (Use another form if requesting more than three substitutions)	
Required Course (Number and Title)	Requested Substitution (Number and Title)
Justification/Reason to use a different course other than the course required in the program _____ _____ _____	

Effective Catalog Adjustment Request	
Catalog Requirements in effect at this time _____	Requested Catalog _____
Justification/Reason to use a different catalog other than the one in effect when you began the program _____ _____ _____	

Student Signature _____	Date _____
The student is responsible for checking Pirate Mail for decision.	
Advisor Review _____	Date _____
<input type="checkbox"/> Support student's request <input type="checkbox"/> Do not support request	
Department Head _____	Date _____
<input type="checkbox"/> Approve request <input type="checkbox"/> Disapprove request	
Reason(s) for disapproval _____	

Registrar Use Only	
Registrar Signature _____	Date _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with modification <input type="checkbox"/> Disapproved	
Comments _____	