



Course Substitution/Effective Catalog Appeal 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 @students.pensacolastate.edu

Program of Study _____ AA AAS AS Certificate 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 _____

Support student's request Do not support request

Department Head _____ Date _____

Approve request Disapprove request

Reason(s) for disapproval _____

Registrar Use Only

Registrar Signature _____ Date _____

Approved Approved with modification Disapproved

Comments _____