

After reviewing your degree progress with your advisor, determine which of the exceptions described below are appropriate for your academic program.

## Section 1: To be completed by the student

Student Name \_\_\_\_\_ SID \_\_\_\_\_

Phone \_\_\_\_\_ Are you currently enrolled?  Yes  No

## Section 2: To be completed by the student and advisor

AA Degree  BAS/BSN Degree  AS-T Degree  AAS Degree  Certificate

Degree/Certificate \_\_\_\_\_ Intended Quarter/Year of Graduation \_\_\_\_\_

### Select one exception category:

A.  Substitute Course Requirement (allowing a specific course to fulfill the intent of a required course)

1. Provide the required course and course substitution.
2. State precisely why the substitution should be considered.
3. Attach course syllabus and catalog description of substitute course.

Required course	Course substitution

Reason for Request \_\_\_\_\_

B.  Exception to Graduation Requirement

1. Provide the graduation requirement.
2. State precisely why the exception should be considered.

Graduation Requirement \_\_\_\_\_

Reason for Request \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section 3: To be completed by the Dean of the degree listed

The Dean must sign and submit form to Student Records. DO NOT return the form to the student for processing.

Dean Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed and approved form to:

**Student Records  
Mail Stop - H4**

**We are temporarily accepting this form via email  
while our campuses operate remotely.  
Deans, please submit the completed form and  
documentation to Janet Garza via email.**

## Section 4: To be completed by Student Records

Approved  Denied Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_