

**HONOLULU COMMUNITY COLLEGE
REQUEST FOR EXCEPTION TO GRADUATION OPTIONS**

STEP I: To be completed by student

Print
Name: _____ Student ID/UH Username: _____ Major: _____

Address: _____ Phone: _____

I am requesting an exception to the graduation options listed in the current catalog. I would like to request that I be allowed to follow the _____ year's requirements instead. The reason for this request is as follows:

Signature: _____ Date: _____

-----TO BE COMPLETED BY-----

STEP II: To be completed by the counselor assigned to reviewing the graduation application and forwarded to the Program Dean. Hon CC grad vise attached for year requested.

Comments: _____

Signature: _____ Date: _____

STEP III: To be completed by Program Dean and forwarded to HonCC Chancellor.

Recommend: Approval Denial

Reason for recommendation: _____

Signature: _____ Date: _____

STEP IV: To be completed by HonCC Chancellor and forwarded to Records Office.

Approval Denial

Signature: _____ Date: _____

-----TO BE SUBMITTED TO THE RECORDS OFFICE-----

Grad App: Yes _____ Data Entry _____ Counselor _____ Notified Student _____
No _____