

Substitution Petition**College of Fine Arts
Office of the Dean • Student Affairs**

- Complete steps 1 through 4 of this form and attach any necessary paperwork.
- The decision of this petition will be sent to you via a Secure Academic Note (SAN), which will send a notification to the email address listed on your official record.

STEP 1: COMPLETE STUDENT INFORMATION

NAME: Last _____ First _____ Middle _____ EID _____

Email _____ Degree (BA, BFA, BM, or BS) _____

Graduation (Semester and Year) _____ Major _____ Instrument (Music Majors Only) _____

STEP 2: COMPLETE SUBSTITUTION INFORMATION

I would like to substitute:	For this degree requirement:
Semester/Year: _____	
I feel that this substitution is valid because (attached page is optional):	

STEP 3: SIGN AND DATEAcknowledgement by student: *I agree to comply with all conditions that may be required for approval of my petition.***STUDENT SIGNATURE:** _____ **Date:** _____*For office use only*

Degree Catalogue: _____	Date Issued: _____ DUE DATE: _____
Hours Transferred: _____	Issued by: _____
UT Hours (undertaken): _____	Date Student Notified: _____
Total Hours: _____	Date Advisor Notified: _____
Current GPA: _____	Entered on IDA: _____
No. Previous Petitions: _____	

STEP 4: OBTAIN VERIFICATION

REQUIRED BY THE DEAN

Must be completed in order:

Additional Office Signature Necessary? Y / N

1. Additional Office as Required by Dean of Fine Arts

Office & Location: _____

Signature of Designated Official: _____ Date: _____

Comments:

Approval

Disapproval

2. Faculty Advisor

Signature: _____ Date: _____

Comments:

Approval

Disapproval

3. Chair/Director

Signature: _____ Date: _____

Comments:

Approval

Disapproval

4. Dean

Signature: _____ Date: _____

Comments:

Approval

Disapproval