

## COLLEGE OF FINE ARTS – PETITION FORM

*For use by CFA students to obtain approval for changes/exceptions to degree program requirements.*  
 Theatre and Visual Arts students: Your advisor and your school director must sign the completed form.  
 Music students: Submit completed form to the Graduate or Undergraduate Studies Committee mailbox in the School of Music Office.

STUDENT NAME: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SCHOOL:      MUSIC                      THEATRE                      VISUAL ARTS

DEGREE PROGRAM: BM    BFA    MM    MFA    DMA    AD    PD    OI

**PURPOSE OF PETITION:**

Credit/Course Transfer: \_\_\_\_\_ Course Substitution: \_\_\_\_\_ Course Exemption: \_\_\_\_\_ Program Time Extension: \_\_\_\_\_

Other: \_\_\_\_\_

**Clearly state what you are petitioning and why. Attach a separate sheet if necessary. Petitions submitted without a clear explanation cannot be processed and will be returned.**

**Credit/Course Transfers: Neatly write below the course number, title, credits, school and date where the course was/will be taken. \*\*Include a course description for all courses and an official transcript if the course has already been taken.**

Course #	Course Title	Credits	College/Univ. Where Taken	Year & Sem.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STUDENT SIGNATURE: \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_

**\*Petitions submitted without signatures will be returned to the student.**

REQUIRED APPROVAL:	Signature	Date	Approved	NOT Approved
Undergraduate Studies Committee:	_____	_____	_____	_____
Graduate Studies Committee:	_____	_____	_____	_____
School Director:	_____	_____	_____	_____
Comments:	_____	_____	_____	_____
Manager of Student Records:	_____	_____	Keyed	_____