Instructions for College of Fine Arts Petition Form
This form is for on-campus students only – both undergraduate and graduate students

1. Complete the form by printing it out, or obtaining one from the Dean’s Office, Room 230.
2. Clearly state and neatly write what you are asking for on the form. Common petition requests have been, but are not limited to, course substitutions, transfer course acceptance for a CFA course, program of study time extension, and course exceptions. Include any relevant materials such as course descriptions, syllabi, transcripts needed to support your request (Music graduate students – refer to Graduate Handbook).
3. Obtain signature from your faculty advisor.
4. Obtain next appropriate signatures from your school:
   a. School of Visual Arts – Director, Dana Clancy
   b. School of Theatre – Director, Susan Mickey
   c. School of Music — Director of Undergraduate Studies, Diana Dansereau (Students - leave petitions in the mailbox of Diana Dansereau), or Director of Graduate Studies, Lynn Eustis (Students – please leave petitions in Dr. Eustis’ mailbox)
5. All petitions are received and recorded by the CFA Registrar, Mary Ducharme in Room 230 once signed by the Director of the school or Director of Undergraduate Studies/Director of Graduate Studies.
6. You will receive a confirmation email of your decision once it is processed and updated in your record.

Please be mindful and allow faculty and directors time to complete this form. It is your responsibility to get all appropriate signatures. By completing this form ahead of time of advising and upcoming registration, you can allow for more informed advising.
Questions can be directed to the Office of Student Records at cfastu@bu.edu or 617.353.3350
COLLEGE OF FINE ARTS – PETITION FORM

For use by CFA students to obtain approval for changes/exceptions to degree program requirements for CFA courses only. Please note: Not for liberal arts equivalency. Use CFA Transfer Equivalency Form for courses that need to be approved outside of CFA. Theatre and Visual Arts students: Your advisor and your school director must sign the completed form. Music students: Submit form to the Graduate or Undergraduate Studies Committee mailbox in SOM Office. Read instructions provided.

<table>
<thead>
<tr>
<th>STUDENT NAME:</th>
<th>STUDENT ID#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXP GRAD DATE:</td>
<td>EMAIL:</td>
</tr>
<tr>
<td>PHONE:</td>
<td></td>
</tr>
</tbody>
</table>

**SCHOOL (circle one):** MUSIC THEATRE VISUAL ARTS
**DEGREE MAJOR:**

**DEGREE PROGRAM (circle one):** BM BFA MA MM MFA DMA AD PD OI

**PURPOSE OF PETITION (select one):**
- Credit/Course Transfer
- Course Substitution
- Course Exemption
- Program Time Extension
- Other

Clearly state reason for submitting petition, attach a separate sheet if necessary. If seeking CFA equivalent, please specify course number. 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 will be taken. **Include a course syllabus for all courses and an official (unopened) transcript if the course has already been taken. We strongly encourage approval prior to taking external courses.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>College/Univ. Where Taken</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT SIGNATURE:** ____________________________ **DATE:** ________________

**ADVISOR SIGNATURE:** ______________________________ **DATE:** ________________

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

(For Office Use Only)

**REQUIRED APPROVAL:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
<th>Approved</th>
<th>NOT Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Studies Committee (SOM):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Studies Committee (SOM):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Director (SVA/SOT):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Signature | Date | Keyed
-----------|------|------
CFA Registrar:

Office of Student Records  (P) 617-353-3350 (F) 617-353-5331 (E) cfastu@bu.edu