



# Undergraduate Petition for Consideration of Exception to School of Music Policy

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_

Student ID # \_\_\_\_\_

E-mail \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Degree and Emphasis \_\_\_\_\_

## PROCEDURES FOR FILING PETITIONS

1. Complete this form in its entirety and sign it.
2. Prepare a typed statement describing your request for exception to policy.
3. Provide supporting documentation for your request:
  - a. A letter of support from your area chair.
  - b. A letter of support from your private teacher if requesting exceptions regarding recitals or private lessons.
  - c. Any other documentation supporting your request.
4. Obtain your area chair signature on this form. Submit completed form and supporting documentation to the Academic Coordinator in the School of Music Office. Incomplete petitions will not be considered. *Students will be notified of decisions by mail or e-mail once the petition has been reviewed.*

Please mark the appropriate box:

- Course Substitution
- Course Waiver (Does not alter the total credit hours required for graduation. Students must complete the required hours to graduate.)
- Recital Location \_\_\_\_\_
- Other \_\_\_\_\_

*I have completed all of the procedures required for filing this petition. I understand that incomplete forms will not be considered.*

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**Student's Signature**

**Date**

**Area Chair Approval:**

**Name** \_\_\_\_\_

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**Signature**

**Date**

*Office Use Only*

**Date Received** \_\_\_\_\_

**Petition Recommendation:**

Approved

Denied

**Date of Action** \_\_\_\_\_

**Comments:**

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**Director of Undergraduate Studies**

**Date**

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**Director, School of Music**

**Date**

**Notification Sent:** \_\_\_\_\_

**DARS Exception Entered:** \_\_\_\_\_