PETITION RELATIVE TO UNDERGRADUATE REQUIREMENTS IN THE SCHOOL OF MUSIC

To be completed by the STUDENT:

1. Name (print): ___________________________ Student ID#: ___________________________

   Email address: ___________________________ Phone #: _____________________________

   Degree Program:
   [ ] B.A. - General Music [ ] B.Mus. - Composition [ ] B.S. - General Music
   [ ] B.A. - Hist./Lit [ ] B.Mus. – Jazz Studies [ ] B.S. - Music Technology

   Primary Performance medium:
   [ ] Bass [ ] Flute [ ] Oboe [ ] Saxophone [ ] Viola
   [ ] Bassoon [ ] Guitar [ ] Organ/Harpsichord [ ] Trombone [ ] Violin
   [ ] Cello [ ] Harp [ ] Percussion [ ] Trumpet [ ] Voice
   [ ] Clarinet [ ] Horn [ ] Piano [ ] Tuba/Euphonium

   [ ] Other (specify): ___________________________

2. State your request for exceptional procedures:

3. Obtain the appropriate faculty support (REQUIRED) – see below.

4. Support your petition by attaching (1) a thoroughly prepared statement justifying your request for an exception and (2) a print-out or copy of pertinent transcripts.

5. Sign below and submit the completed form to the Undergraduate Office. You will receive written notification of the Undergraduate Committee’s decision.

   /__________________________________________
   ___________________________ ___________________________
   Student’s Signature Date

To be completed by the Faculty supporter:

State your recommendation regarding this petition. Continue on back, if necessary.

NB: For petitions addressing core requirements, this should be the Associate Dean. For petitions addressing specific program requirements, this must be a member of the faculty in that area of specialty, even if the student has not yet officially entered the particular degree program.

   /__________________________________________
   ___________________________ ___________________________
   Faculty Signature Faculty Printed Name

To be completed by the CHAIR OF THE UNDERGRADUATE COMMITTEE:

   [ ] Approval [ ] Denial [ ] Approval with the following conditions: ___________________________

   Date Received: ___________________________

To be completed by the UNDERGRADUATE OFFICE:

   Written notification to student on: ___________________________ (date) by: __________ (initials)

   DARS exception requested on: ___________________________ (date) by: __________ (initials) **OR**

   Banner registration override done on: ___________________________ (date) by: __________ (initials)

(Revised 5/2014)