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.Mus. – Composition
   - B.Mus. – Jazz Studies
   - B.Mus. – Performance
   - B.M.M.E. – Mus. Ed.-Choral/General
   - B.M.M.E. – Mus. Ed.-Instrumental
   - B.A. – Hist./Lit
   - B.A. – Music Theory
   - B.S. – Music Technology
   - B.A/B.S. – General Music
   - B.A/B.S. – Popular Music Studies

   Primary Performance medium:
   - Bass
   - Bassoon
   - Cello
   - Clarinet
   - Flute
   - Guitar
   - Harp
   - Horn
   - Oboe
   - Organ/Harpsichord
   - Percussion
   - Piano
   - Saxophone
   - Trombone
   - Trumpet
   - Tuba/Euphonium
   - Voice
   - 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 DIRECTOR OF UNDERGRADUATE STUDIES:

☐ Approval  ☐ Denial  ☐ Approval with the following conditions: __________________________

   /__________________________
   Director of Undergraduate Studies       Date

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)

Date Received: ____________________

(Revised 6/2017)