



The University of Texas at San Antonio
Student Petition for Substitution/Waiver of Major, Minor, Support Work

Mr. or Ms. Last First Middle Student ID:

Address: City State Zip

Phone: E-mail: Catalog of Graduation :

Degree: Major(s): Minor(s):

THIS PETITION APPLIES TO: (Show discipline and course number) Fall 20 Spring 20 Summer 20

Common Body of Knowledge Required course Desired action

Major Course Requirement Required course Desired action

Support Work Course Requirement Required course Desired action

Minor Course Requirement Required course Desired action

List the following information about the course that you want considered:

Course Discipline: Course Number: Course credit hours: Course Title:

Check and complete one of the following:

Institution course completed at with a grade of in (Term/Year).

NOT yet completed, but will be at (institution) in (Term/Year).

(Course description and/or course syllabus must be attached if requested course is from another university or UTSA Special Topics course.)

Students must attach a letter with justification or indicate their reasons for the request below.

Blank lines for student justification letter.

Signature of Student

Date

This Section To Be Completed By Academic Advisor

(Check one) RECOMMEND APPROVAL or NEITHER APPROVE/ DISAPPROVE or RECOMMEND DISAPPROVAL because:

Signature of Academic Advising Staff Member

Printed Name

Date

This Section To Be Completed By Department Chair or Designee of Course Discipline

Approve Disapprove Department Chair or Designee (print name) Signature: Date:

For approvals, indicate if exception is: case specific only or acceptable for all students and a blanket waiver is authorized

Comments or Conditions:

This Section To Be Completed By COB and COE Assistant/Associate Dean

(Check one) APPROVED APPROVED WITH FOLLOWING CONDITIONS: DISAPPROVED

Signature of Assistant/Associate Dean

Date

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.