The University of Texas at San Antonio
Student Petition for Substitution/Waiver of Core Curriculum or University Requirement

☐Mr. or ☐Ms. _____Student ID:_____
Last First Middle

Address: _____
City State Zip

Phone: _____ E-mail:_____ Catalog of Graduation :_____

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

Expected Graduation Date:_____

THIS PETITION APPLIES TO: (Show discipline and course number)

_____ Core Curriculum Requirement Component Area:_____Course Substitution:_____

_____ University Requirement Specify requirement _____
(For example: Extend catalog of graduation, residency requirement, etc.)

_____ Other Specify_____

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 a UTSA Special Topics course.)

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

_____
_____
_____

_____ _____
Signature of Student Date

This Section To Completed By Academic Advisor

(Check one) ☐ **Recommend Approval or** ☐ **Neither Approve or Disapprove or** ☐ **Recommend Disapproval because:**

_____ _____ _____
Signature of Academic Advising Staff Member Printed Name and Advising Center Date

Complete IF NEEDED:

☐Approve ☐ Disapprove

Department/Program Chair (print name)_____Signature:_____Date:_____

Assistant/Associate Dean Use onlv

(Check one) ☐ **Approved** ☐ **Approved with conditions below:** ☐ **Disapproved**
For approvals, indicate if exception is: ☐ case specific only or ☐ acceptable for all students and a blanket waiver is authorized
Comments or Conditions:

_____ _____
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.