



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

Mr. or Ms. Last First Middle myUTSA ID :

Address: City State Zip

Phone: E-mail: Catalog of Graduation :

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

Expected Graduation Date:

THIS PETITION APPLIES TO:

Core Curriculum Requirement Component Area

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).

For Core Curriculum Substitution: Course description and course syllabus must be attached.

For Waiver of University Requirement: Students must attach a letter with justification or indicate their reasons for the request below.

Blank lines for justification or reasons.

Signature of Student

Date

This Section To Completed By Academic Advisor

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

Is there a UTSA course equivalent? Yes No If so, what course? (State prefix, number & title)

Signature of Academic Advising Staff Member

Printed Name & Advising Center

Date

Complete IF NEEDED:

Approve Disapprove

Department/Program Chair (print name) Signature: Date:

Assistant/Associate Dean Use only

(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

Routing: Student Advisor Assoc/Asst Dean Advisor USSTS (for blanket approvals)

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.