**Step 1:** Speak w/department representative about your petition

**Step 2:** Draft petition in consultation with department representative

**Step 3:** Complete petition with appropriate signature(s)

**Step 4:** Email pdf of completed petition, saved as [“last name”\_Petition\_”date of petition”], to:

Dr. Matthew Garrett, Music Education (BS) [mgarrett@case.edu](mailto:mgarrett@case.edu)

Mr. Eric Charnofsky, Music (BA) or minor [eric.charnofsky@case.edu](mailto:eric.charnofsky@case.edu)

*copy your faculty advisor (as appropriate) and Jennifer Wright*

**Student Name**

**CWRU ID email** (ex. [abc123@case.edu](mailto:abc123@case.edu))

**Telephone number** where you can be reached with any questions

**Date of Petition**

Dear Music Faculty,

**I petition to…**

*In one to three sentences, state what you are petitioning the faculty to consider. This might include requests to defer an exit jury, to have transfer credit count toward a degree requirement, or to have an alternate course substitute for a degree requirement.*

**I feel this is an appropriate request because…**

*Briefly state why you feel your request should be approved. For example, if you would like to have your exit jury postponed, perhaps you and your applied instructor agree that another semester or year of lessons would be appropriate before you perform a final jury. If you wish to substitute a degree requirement with another course, explain how the substitution will benefit your learning goals. If the course substitution involves transfer credit, provide a copy of the syllabus for the non-CWRU course.*

**I have discussed this petition with…**

*Identify your music department faculty advisor, or the music department representative with whom you spoke about this petition.*

Thank you for your time and consideration,

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Music Department Faculty Advisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please have your department faculty advisor co-sign your petition. If you are a non-major, this is not necessary.*