
Butler School of Music, UT-Austin
Instructions for Course Substitution Petition Form
(Doctoral students only)

Please attach the following materials:

1. **Official catalog description** for each course from previous institution—check online and submit a paper copy, or copy what may be found for the previous institution(s)'s graduate school catalog. If you are unable to find catalog descriptions, then attach a syllabus or letter from the instructor of record. **Note: To request a substitution for MUS 381 or MUS 380 courses, you must attach a syllabus from the relevant courses taken.**
2. **A transcript** from the previous institution(s)—it can be official or unofficial. **Only graduate-level courses in which a grade of B or better was earned are eligible for substitution.**
3. **Course numbering system** (usually found on the back of the transcript) from the previous institution(s)'s university or universities. Only graduate level courses completed after admission to a graduate degree program will be considered
4. **A Copy of your current Degree Plan**
5. If you would like to provide a **rationale** for your substitution request(s), please attach a letter (**optional**).

If you do not achieve doctoral candidacy within six years of the approval of these course substitutions, you may be required to resubmit your substitution request(s) for reevaluation.

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Name: _____ UT EID: _____

E-mail address: _____ Local Phone: _____

Degree: DMA _____ PhD _____ Instrument/Area: _____

Current UT GPA: _____ Total UT Graduate Hours Completed _____

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Please review the instructions on the other side before completing this form. If you are requesting more than four courses for substitution, **copy** this form.

1. Non-UT course abbrev. and title: _____
Institution: _____ Credit Hour(s): _____ Grade Earned: _____
Requesting to substitute for Music Course: _____ (include course # and title)
-or- Requesting to use toward electives/additional music courses _____ (mark with "x" if applicable)

2. Non-UT course abbrev. and title: _____
Institution: _____ Credit Hour(s): _____ Grade Earned: _____
Requesting to substitute for Music Course: _____ (include course # and title)
-or- Requesting to use toward electives/additional music courses _____ (mark with "x" if applicable)

3. Non-UT course abbrev. and title: _____
Institution: _____ Credit Hour(s): _____ Grade Earned: _____
Requesting to substitute for Music Course: _____ (include course # and title)
-or- Requesting to use toward electives/additional music courses _____ (mark with "x" if applicable)

4. Non-UT course abbrev. and title: _____
Institution: _____ Credit Hour(s): _____ Grade Earned: _____
Requesting to substitute for Music Course: _____ (include course # and title)
-or- Requesting to use toward electives/additional music courses _____ (mark with "x" if applicable)

Approved by student's advisor _____
signature *printed name* *date*

Approved by GSC Chair _____
signature *printed name* *date*