INSTRUCTIONS

FINE ARTS EXCEPTION FORM

1. Form should be completed by faculty requesting exception.

2. The form is then sent to the department chair for approval.

3. The department chair sends it to the dean for approval.

4. The dean’s office should return the form to Jan Butler in the admissions office, TCU Box 297013.

5. Jan will attach the Fine Arts Exception Form to the student’s application file and send to Dr. Donovan for approval.
FRESHMAN
FINE ARTS EXCEPTION APPROVAL FORM

Date _________________________
Exception #___________________

Name ________________________________________________  SS #___________________
Dept. _________________________________________ Scholarship ___________________
High School ___________________________________________________________________
Location ______________________________________________________________________

Reason for Exception:

Requested by:  _________________________________________________________________

Approved by:  _________________________________________________________________
Department Chair  Date

Approved by:  _________________________________________________________________
Dean  Date

Approved by:  _________________________________________________________________
R. Nowell Donovan  Date
Provost and Vice Chancellor for Academic Affairs