

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