**Petition for Transfer Credit, Substitution, or Waiver**

Please attach a copy of the course syllabus and transcript.

This substitution form and accordant materials must be submitted to the History of Art & Visual Culture Department for review. If you cannot provide a syllabus from the course you have taken, specific and detailed information describing the class should be provided. A maximum of three upper-division courses taken at another institution may be used toward satisfaction of the HAVC major requirements and only with the approval of the department chair.

Student Name: ___________________________ SID#: ______________ Email: ______________

Substitution request: LD HAVC □ _______; UD HAVC □ _______ Region: ______________

College or university where course was taken: ____________________________________________

Discipline and #: _______________ Course Title: ___________________________________________

Quarter/Semester & Year taken: _______________ Grade received: _______________

Name of instructor: ______________________________________________________________

Comments:

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**Part I, Department Verification**

Transfer transcript verified: □  Passing Grade received: YES □  NO □

Other substitutions on file: YES □  NO □  If yes, how many: __________________________

Verified by: ______________________________________________________________________

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**Part II, Faculty Approval**

I have reviewed this request and find it appropriate: __________________________ (HAVC faculty signature)

This petition has been: APPROVED ___________ (Region) ___________ DENIED ________

Date: ______________ Dept. Chair signature: ____________________________________________________________________
If you cannot provide a syllabus from the course you have taken, please provide the following information as an attachment to this petition.

1. Material covered in course
   a. What historical eras and cultures were covered?
   b. What art or artists were addressed in the class?

2. Readings for course
   a. What textbooks was used? Were the readings from the text assigned or supplementary?

3. How often did the class meet during the week?
   a. In addition to the weekly class meetings, were discussion sections required?

4. Assignments
   a. How many written papers were required during the quarter/semester?
      i. What length were the required papers?
      ii. Were revisions required?
   b. How was the final constructed?
      i. Was it a final exam or a final paper?

5. Other: