HOSPITALITY AND TOURISM MANAGEMENT

SUBSTITUTION/WAIVER PETITION

| Name _______________________ SPIRE ID. ___________ Graduation Class ____ |
|-----------------------------|------------------------|------------------------|

____ Waive (exempt or omit a required course)
___ Substitute

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Institution</th>
<th>HTM Equivalent Course No.</th>
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My reasons for this petition are as follows (if more space is needed, use back of sheet):

1. 
2. 
3. 
4. 

Students will first get advisor’s comments and signature, then submit petition to the Academic Advisor.

Advisor’s Comments:

Student’s Email ___________________ Student’s Phone Number ________________

Student’s Signature ___________________________ Date ______________

Academic Advisor ___________________ Approve ___ Disapprove ___ Date __________

Department Head ___________________ Approve ___ Disapprove ___ Date __________