

Student Petition to Attempt a COE Three-Attempt Course Beyond the Limit

If a student does not successfully complete a Three-Attempt Course within three attempts, the student is required to change his or her major to a major outside of the College of Engineering. A student may petition to attempt a three-attempt course a fourth time because of circumstances beyond the student's control that prevented the student from successfully completing the course on prior attempts. The circumstances must have been severe, ongoing, and must have directly affected the student, such as hospitalization of the student. Unofficial transcript and documentation of those circumstances, such as a physician's statement on letterhead stationery, must accompany this petition. **Please write clearly and legibly.**

Name: _____ myUTSA ID: _____
Last Name First Name Middle Initial

Phone Number: _____ Email Address: _____

Course Information: Discipline _____ Number _____ Section _____ CRN _____

Current Semester _____ Year _____

Assigned Academic Advisor _____

The following documentation must accompany the petition:

- (1) DegreeWorks Degree Audit**
 - (2) Unofficial transcript from ASAP showing grades for all courses attempted**
 - (3) Brief letter explaining the circumstances, how the situation has been resolved, and**
 - (4) Documentation of severe, on-going circumstances, such as a physician's statement on letterhead stationery.**
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Printed Name

Student's Signature

Date

This completed petition and supporting documentation (#1-4 above) must be submitted to the Associate Dean in the College of Engineering BSE 2.106.

Approval

Disapproval

Approval with conditions

Signature of Associate Dean

Date

Distribution: Student Advisor

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