

# 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 \_\_\_\_\_

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**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) If possible, documentation of a serious, on-going circumstances.**
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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.

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Approval       Disapproval       Approval with conditions

Signature of Associate Dean \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Student  Advisor

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