

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

Phone Number: _____ Email Address: _____

Course Information: Discipline _____ Number _____

Semester of 3rd attempt: _____ 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) 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.

Approval Disapproval Approval with conditions

Signature of Associate Dean Date

Distribution: Student Advisor

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules.