

# Student Petition to Waive the Additional Charges for Enrolling in a Course for the Third or Subsequent Time

As of Fall Semester 2002, a student who attempts a course at UTSA for a third or subsequent time will be assessed a surcharge in addition to the usual tuition and fees. Students compelled to enroll in a course for a third or subsequent time at UTSA because of circumstances beyond his/her control that prevented successful course completion on prior attempts may petition to have the additional charges waived. The circumstances must have been severe, ongoing and must have directly affected the student, such as hospitalization of the student. **Please write clearly and legibly.**

Name of Student: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_  
Last Name                      First Name                      Middle Initial

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Course of Information: Discipline \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_ CRN \_\_\_\_\_

Current Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Major: \_\_\_\_\_ Academic Advisor: \_\_\_\_\_

Beginning Fall Semester 2002, list the term and year of each prior attempt of taking this course at UTSA.

Circle semester taken.	Year Taken	Grade	Circle semester taken.	Year Taken	Grade
Fall Spring Summer			Fall Spring Summer		
Fall Spring Summer			Fall Spring Summer		
Fall Spring Summer			Fall Spring Summer		

I request that the University waive the additional charges that the University assesses for taking a course for three or more times. My petition packet is complete and consists of the following:

1. \_\_\_\_\_ (Initial) My statement/letter justifying this request.
2. \_\_\_\_\_ (Initial) My documentation of extenuating circumstances, such as a physician's statement on letterhead. (Do NOT include tax returns, medical bills, or prescriptions.)
3. \_\_\_\_\_ (Initial) An unofficial transcript printed from ASAP with the course highlighted.

***I understand that my failure to submit the required documentation may result in the petition being disapproved or require me to re-petition with additional documentation.***

Printed Name \_\_\_\_\_ Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Completed form and required documentation, outlined above, must be submitted to [University.CollegePetitions@utsa.edu](mailto:University.CollegePetitions@utsa.edu).**

Approved                       Disapproved                       May re-petition with additional documentation.

Signature of Associate Vice Provost - Undergraduate Studies \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Student      University College      Bursar

\*\*\*\*\*August 2020\*\*\*\*\*

**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. Different types of information are kept for different periods of time.