

# Student Petition to Attempt a Gateway Course Beyond the Limit

A student who attempts a Gateway Course for his or her major may do so at most twice. If the student does not successfully complete a Gateway Course in two attempts, then the student is required to change his or her major to a different major. A student may petition to attempt a gateway course a third 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 or 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 and**
  - (4) Documentation of severe, on-going circumstances, such as a physician's statement on letterhead or 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 Office of the Associate Dean of your major.

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Approval

Disapproval

Approval with conditions

Signature of Associate Dean

Date

Distribution: Student  Advisor  Student\*\*\*\*\*January 2016\*\*\*\*\*

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