

# 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: \_\_\_\_\_

When will you complete degree requirements and graduate? (Circle semester) Year  
 Fall Spring Summer 20\_\_\_\_\_

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.
4. \_\_\_\_\_ (Initial) A copy of my locked semester-by-semester DegreeWorks plan that shows all courses planned out for graduation.

***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 Main Building MB 3.108.**

Approved       Disapproved.       May re-petition with additional documentation.

Signature of Dean of University College or Associate Vice Provost \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Student  University College  Bursar  Advisor

\*\*\*\*\*September 2016\*\*\*\*\*

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