

Petition to Waive Charges for Exceeding 30/45 SCH above the Degree Requirements

Students who have reached the excess 30/45-credit limitation due to extenuating circumstances beyond their control that prevented the successful completion of the degree may petition to have the additional charges waived. In accordance with section 54.014 of the Texas Education Code, documented circumstances must have been severe, ongoing and must have directly affected the student, such as hospitalization of the student. **The following documentation must accompany the petition: (1) semester-by-semester plan that clearly outlines a path to graduation, (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.** Please write clearly and legibly. If approved, the petition will take effect on the date it is signed and remain in effect from that date forward. *Students will not be reimbursed for past semesters' tuition. Incomplete petition packets will not be considered.*

COMPLETED BY STUDENT:

Name of Student _____ myUTSA ID _____
Last Name First Name Middle Initial

Mailing Address: _____

Phone Number: _____ Email Address: _____

If changed major, what was the original major? _____ Current major: _____

I request that the University waive the additional charges for exceeding 30/45 SCH above those required for completion of my degree program. My statement and supporting documentation justifying this petition are attached.

I understand the following:

1. _____ (Initial) This petition is intended to allow me to complete my Bachelor's degree without being assessed an additional surcharge. It does not extend to the completion of a double major, minor, concentration, or post-graduate pre-requisites.
2. _____ (Initial) If I choose to increase my attempted hours, I will be held responsible for all additional fees.
3. _____ (Initial) My petition is subject to any and all university policies not listed here.

Effective Beginning: Fall Spring Summer 20_____

Signature of Student _____

Date _____

COMPLETED BY ACADEMIC ADVISOR:

Remaining SCH for the degree in current major (including WIP) _____

Reviewed by: (Please Print) _____ Student has technical/developmental credit. Yes No

Signature of Advisor _____

Date _____

Approved

Disapproved. May re-petition with additional documentation.

Disapproved. May only re-petition if extenuating circumstances occur prior to 24 SCH of degree completion. May complete *Contract to Graduate* when within 24 SCH of degree.

Signature of Dean of University College or Associate Vice Provost _____

Date _____

Distribution: Student Advisor University College AVPFA

June 2015

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.