

This petition is for (please mark *all* that apply) Fall Spring Summer, 20_____

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 and are near degree completion may petition to have the additional charges waived. **Documentation of those circumstances must accompany this petition, including a copy of transcript showing grades for all courses attempted.** Please write clearly and legibly.

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 _____

PROJECTED ENROLLMENT *If the student is more than 6 semesters prior to graduation, attach additional projected enrollment by semester on a separate sheet.*

Semester	Year	Student intends to enroll in SCH	Semester	Year	Student intends to enroll in SCH
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 for exceeding 30/45 SCH above those required for completion of my degree program. Attached are statements justifying this request and supporting documentation. **Petitions with insufficient explanation and justifications will be denied.**

Signature of Student _____ Date _____

COMPLETED BY ACADEMIC ADVISOR:

First enrollment as an undergraduate student in a Texas public institution: Semester _____ Year _____

Total SCH attempted: _____ Total SCH successfully completed (with passing grades) _____

Academic Performance in the last four semesters

Semester/Institution	Attempted SCH	SCH Completed Successfully	Semester GPA
Fall Spg Summ/			
Fall Spg Summ/			
Fall Spg Summ/			
Fall Spg Summ/			

A degree audit highlighting the remaining courses in the degree program(s) must be attached.

Remaining SCH for the degree in current major _____ Overall GPA _____

Projected Graduation Semester: Fall Spring Summer Year: _____ UTSA GPA _____

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

Signature of Advisor _____ Date _____

Approved for a maximum of _____SCH through the _____semester 201__ to complete the degree. NO future petitions will be considered.

Disapproved with option to re-petition when within 30 SCH of degree.

Disapproved NO future petitions will be considered.

Signature of Dean of University College or Associate Vice Provost _____ Date _____

Distribution: Student Advisor University College AVPFA

July 2014