

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

A student who attempts a course at UTSA for a third or subsequent time since Fall Semester 2002 will be assessed a surcharge in addition to the usual tuition and fees. A student compelled to enroll in a course for a third or subsequent time at UTSA because of circumstances beyond the student's control that prevented the student from successfully completing the course 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. 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 of Student _____ myUTSA ID: _____
Last Name First Name Middle Initial

Phone Number: _____ Email Address: _____

Course Information: Discipline _____ Number _____ Section _____ CRN _____

Current Semester _____ Year _____

Beginning with Fall Semester 2002, how many times have you attempted this course at UTSA prior to the term listed above? _____

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	Spg	Summ			Fall	Spg	Summ		
Fall	Spg	Summ			Fall	Spg	Summ		
Fall	Spg	Summ			Fall	Spg	Summ		

I request that the University waive the additional charges that the University assesses for taking a course three or more times. Attached are (1) a statement justifying this request, (2) supporting documentation and (3) an unofficial transcript with the course highlighted.

 Printed Name Student's Signature Date

Reviewed by:

 Printed Name Advisor's Signature Date

Approval **Disapproval**

 Signature of Dean of University College or Associate Vice Provost Date

Distribution: Student Advisor University College Bursar Records

*****September 2014*****

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