



# Materials Science & Engineering B.S. Major

College of Engineering | University of Utah

Academic Advisor: Marcie Leek | [marcie.leek@utah.edu](mailto:marcie.leek@utah.edu)

Updated: Spring 2018

## MSE Course Repeat Petition Form

Please complete this form to request an exception to MSE department policy. Students should discuss their situation with the MSE Academic Advisor before submitting a petition.

Name: \_\_\_\_\_ uNID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

What course are you repeating: \_\_\_\_\_

Have you repeated this course before? Yes \_\_\_\_\_ No \_\_\_\_\_

### Department of Materials Science and Engineering Course Repeat Policy

**All courses required for the MSE majors must be passed with a grade of "C" or better.** When a College of Engineering class is taken more than once, only the grade for the second attempt is counted. Grades of W, I, or V on the student's record count as having taken the class. The Department of Materials Science and Engineering enforces these guidelines for other courses as well (e.g., math, physics, chemistry). Attempts of courses taken at transfer institutions count as one attempt. This means a student may take the course only one time at the University of Utah. Courses taken at the University of Utah may not be taken a second time at another institution. If a second attempt is needed, it must be at the University of Utah. **Students should note that anyone who takes a required class twice and does not have a satisfactory grade the second time may not be able to graduate or continue in the declared major.** It is the responsibility of the student to work with the department to determine how this policy applies in extenuating circumstances.

**It is the responsibility of the student to petition each course repeat.** Failure to submit a completed petition before the start of the semester, for which a repeated course is taken, may result in a denied petition. This could significantly affect a student's ability to continue in the MSE major or graduate.

### Materials required for the Course Repeat Petition:

(1) Write a justification for your petition, detailing why you need another attempt, explaining what went wrong, how things will be different, and where improvements can be made to successfully pass a particular course.

(2) Upload supporting documents (e.g., medical records, course syllabi, etc.) if applicable.

Once complete, send this form and supporting materials to the MSE Academic Advisor, Marcie Leek ([marcie.leek@utah.edu](mailto:marcie.leek@utah.edu)).

By signing below, the student is acknowledging that they understand the Department of Materials Science and Engineering Course Repeat Policy and have completed the entirety of the course repeat petition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_