



Materials Science & Engineering

College of Engineering | University of Utah

B.S. Degree

MSE Course Repeat Petition Form

Please complete this form to request an exception to MSE department policy and submit it *before the start of the semester* in which you will retake the course. Students should discuss their situation with the MSE Academic Advisor before submitting a petition.

Name: _____ Unid: _____

Program: Materials Science and Engineering
 Metallurgical Engineering

Phone: _____ Email: _____

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 department 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 enforce these guidelines for courses outside the College 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 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 in 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 Undergraduate Academic Advisor.

By signing below, the student is acknowledging that he/she understands the Department of Materials Science and Engineering Course Repeat Policy and has completed the entirety of the course repeat petition.

Signature: _____ Date: _____