



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: _____

Is this your third attempt of this class? Yes: No:

Department of Materials Science and Engineering Course Repeat Policy

All courses required for the materials science and metallurgy majors must be passed with a grade of C- or better for students following a catalogue year that is 2023 or older. For students following the 2024 (or newer) catalogue, a C is passing. 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. Students must petition to take a class a third time. The Department of Materials Science and Engineering enforces these guidelines for math, physics, chemistry, materials science and metallurgical engineering classes. 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. 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. See rubric for details.

(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).

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: _____