APPEAL TO REPEAT A CLASS MORE THAN ONCE
University of California, Santa Cruz

Instructions:
Review Academic Senate Regulation 9.1.8: https://senate.ucsc.edu/manual/santacruz-division-manual/part-two-regulations/section-three-ug-program/chapter-nine-grades-eval-records/index.html Complete and submit this appeal to your college before priority enrollment for the term you wish to enroll; the final deadline is the first day of instruction. Include: 1) A justification letter (instructions below); 2) An academic plan- p. 3; to be completed by the student.

Timing and enrollment:
Petitions may NOT be considered after the final deadline (the first day of instruction). If approved, you are responsible for pursuing enrollment with your college adviser; you will not be guaranteed enrollment during your specific appointment times, nor can we guarantee class space will be available. Petitions may take 2-4 weeks for processing- please time the submission of your materials accordingly.

Justification letter guidelines:
Provide a concise explanation of any extenuating circumstances that impacted your ability to successfully complete this course (attach supporting documentation).

- Describe the steps you have taken to manage the extenuating circumstances and how you plan to be successful should your appeal be approved.
- Describe any alternatives you have to retaking this class at UCSC (e.g. taking it elsewhere, taking an alternate course, changing your declared or intended major, etc.)

NOTE: Information that you share in your appeal or with your advisers will be kept private and shared only with campus officials as required to process your appeal. However, in limited circumstances, including those related to potential harm to yourself or others, sexual harassment, sexual violence, and abuse, we may be required by policy to report incidents you disclose to other need-to-know offices on campus such as the Title IX Office and/or University of California Police Department. If you are in need of support with any experience(s) you disclose in your appeal statement, please see the list of confidential and/or support resources: https://deanofstudents.ucsc.edu/slug-support/see-say-do/contacts.html

This section is for the student:
Name: ___________________________________________ Student ID#: __________________________
College: ___________________________________________ Date: _________________________________

☐ Intended (proposed) OR ☐ Declared Major: ________________________________________________

If undeclared, are you past the 6th quarter (2nd for transfer students) declaration deadline? ☐ Yes ☐ No

Class you are requesting to repeat: ___________________________________________ Quarter: _________________________
Class#: ________________________________ Lab or Discussion Section, if applicable: ___________________________

Is this request necessary to complete a double major or major/minor program? ☐ Yes ☐ No
*Students will not be approved for a third repeat in courses needed for double major/minor programs.

Previous Attempts:
Quarter: ______________________, 20______ Grade: __________
Quarter: ______________________, 20______ Grade: __________

NOTE: Be sure to attach a justification statement (instructions above)
APPEAL TO REPEAT A CLASS MORE THAN ONCE
University of California, Santa Cruz

This section is for academic advisers only:

Department / Major Review:
Is the class in question part of the major’s qualification policy? □ Yes □ No
Will the academic plan (attached) allow the student to complete the major? □ Yes □ No
Does the department recommend approval to enroll in the class listed above? □ Yes □ No

Comments (indicate any recommended alternate plans (e.g. take the class elsewhere, pursue an alternate major, etc.)):
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

College Review:
□ Approved □ Denied
Course required to complete a double major or major/minor rather than for a single major: □ Yes □ No
□ No alternate major can be completed within time to degree policy and no alternate course option
□ Well-documented extenuating circumstances
□ One attempt was W grade prior to fall 2012
□ Major qualification course, student undeclared
□ Does not meet criteria for policy guidelines: https://advising.ucsc.edu/advisers/policiesproc/docs/Double%20Repeat%20Guidelines.pdf

Comments (if denied, indicate an alternate path to declaration or graduation, and what follow up is needed):
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

Signature of College Provost or Designee: ________________________________________________

Student Notified (date and method): _____________________________________________________

Distribution: College > Major Advising Office > Student