

**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): <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**