APPEAL TO REPEAT A CLASS MORE THAN ONCE

University of California, Santa Cruz

Instructions:
Review Academic Senate Regulation 9.1.8: https://www.ue.ucsc.edu/RepetitionOfCourses. 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/agg-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: ___________________________

Previous Attempts:

Quarter: ______________, 20_________ Grade: ______________

Quarter: ______________, 20_________ Grade: ______________

NOTE: Be sure to attach a justification statement (instructions above)

Double Repeat Petition p.1; Updated 8/8/19
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:**

☐ 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://www.ucsc.edu/RepetitionOfCourses](https://www.ucsc.edu/RepetitionOfCourses)

☐ Approved  ☐ Denied

*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**

Revised by The Office of Campus Advising Coordination 8/8/19