

**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 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.)

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***This section is for the student:***

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_

Intended (proposed) OR  Declared Major: \_\_\_\_\_

If undeclared, are you past the 6<sup>th</sup> quarter (2<sup>nd</sup> quarter, for transfer students) declaration deadline?

Yes  No

Class you are requesting to repeat: \_\_\_\_\_ Quarter: \_\_\_\_\_

Class #: \_\_\_\_\_ Lab or Discussion Section, if applicable: \_\_\_\_\_

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Previous Attempts: Quarter: \_\_\_\_\_, 20\_\_\_\_\_ Grade: \_\_\_\_\_

Quarter: \_\_\_\_\_, 20\_\_\_\_\_ Grade: \_\_\_\_\_

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

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***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.):***

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**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.ue.ucsc.edu/RepetitionOfCourses>
- Approved**     **Denied**

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

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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 1/12/17

