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.)

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 quarter, 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)
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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
Consider As You Plan:

- Major/minor requirements (Questions? Ask your major/program adviser.)
- General education, 180 credit, university and college requirements (Questions? Ask your college academic adviser or preceptor.)
- Courses and programs to meet your educational goals
- All requests for extensions/adjustments to your expected graduation term (EGT) must be reviewed by your college. A maximum of 5 academic years (or equivalent) is allowed. See http://advising.ucsc.edu/student/declaration for information on requesting an adjusted EGT.
- Since requests are not approved in advance, no upcoming term in plan should include >19 credits.

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Student signature: ___________________________ Date: ____________

Office Use Only:

**Major 1:**
- Senior Comprehensive Requirement: ___________________________
- Catalog Requirement Term: ___________________________
- DC Requirement: ___________________________
- AIS EGT: __________
- Extension/Adjustment Needed to: __________
- Adviser, Major 1: ___________________________ Date: ___________

**Major 2/Minor:**
- Senior Comprehensive Requirement: ___________________________
- Catalog Requirement Term: ___________________________
- DC Requirement: ___________________________
- AIS EGT: __________
- Extension/Adjustment Needed to: __________
- Adviser, Major 2/Minor: ___________________________ Date: ___________

Major adviser signatures do not verify GE, credit or university requirements.

Approval for adjusted EGT by College Adviser: ___________________________ Date: ___________ □ AIS EGT Adjusted. New EGT: __________