

# Repeat Course Petition Procedures

## For students Requesting to be Enrolled into a Class in Excess of Three Times

Name: \_\_\_\_\_ CTC Link #: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Number Street Apt. #

\_\_\_\_\_ Email: \_\_\_\_\_  
City State Zip Code Phone Number: \_\_\_\_\_

**Fourth Attempt:** Per State Board of Community and Technical Colleges, students may only repeat a course twice after the initial enrollment for a total of three attempts. Before you will be permitted to register for classes in excess of three attempts, you are required to complete this Petition for Exception to Enroll into a Class in Excess of Three Times.

Petitions requests for exceptions to enroll will be considered by the dean of enrollment services prior to the beginning of the quarter.

**Eligibility Criteria to submit petition:** All conditions below must be met.

- Comprehensive Education Plan (EP) completed by an Advisor. The EP must include planning for current Academic year.
- The course under consideration must be on the EP with the reason why the student needs to repeat it.
- A copy of the EP must be attached to petition.
- Supporting documentation must be included for each extenuating circumstance listed in petition.

Provide the following information for the course and quarter in which you wish to enroll:

COURSE Name and item #	QUARTER/ YEAR

**Required steps and documentation (Incomplete petitions will not be accepted):**

- Step 1 - :**
    - A. State the reason(s) for the course you wish to repeat.
    - B. Explain what measures you will attempt to improve your academic performance in this course.
  - Step 2 -** Meet with a SVC advisor to obtain a Comprehensive Educational Plan (EP).
  - Step 3 -** Attach the Comprehensive Education Plan (EP) and supporting documents to verify and support your reason(s) for repeating the course.
- Note: Official documentation is necessary for the review and approval process.**
- Step 4 -** Submit all documents, within the filing period dates, subject line- Fourth Attempt via email to [darlene.snider@skagit.edu](mailto:darlene.snider@skagit.edu)

**Extenuating Circumstances:** According to SBCTC policy, 5.30.25 “extenuating circumstances may include, but not limited to, medical or military withdraws as defined in state statute, course required for a certificate or degree with limited or no substitute option, significant break in enrollment, grade forgiveness process, or mandated training for employment.” ***Please refer to the extenuating circumstances when submitting this petition.***

Name: \_\_\_\_\_ CTCLINK #: \_\_\_\_\_

Specifically describe the extenuating circumstances that prevented you from successfully completing this course. (Attach additional pages if necessary):

1<sup>st</sup> Attempt Quarter/Year \_\_\_\_\_ Grade: \_\_\_\_\_

List Extenuating Circumstance: \_\_\_\_\_  
\_\_\_\_\_

Type of documentation attached: \_\_\_\_\_  
\_\_\_\_\_

Explain the extenuating circumstance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2<sup>nd</sup> Attempt Quarter /Year \_\_\_\_\_ Grade: \_\_\_\_\_

List Extenuating Circumstance: \_\_\_\_\_  
\_\_\_\_\_

Type of documentation attached: \_\_\_\_\_

Explain the extenuating circumstance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3<sup>rd</sup> Attempt Quarter/Year \_\_\_\_\_ Grade: \_\_\_\_\_

List Extenuating Circumstance: \_\_\_\_\_

Type of documentation attached: \_\_\_\_\_

Explain the extenuating circumstance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check which measures you have taken or will take to improve your academic performance in this course:

- Utilize tutoring. For example, Math lab or Writing Center.
- Reduce work hours or course load.
- Meet with instructor during office hours.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_