

Repeat Course Exceptions Procedures For Students Requesting to be Enrolled into a Class in Excess of Three Times

The Policy: Per State Board for 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 a *Petition for Exception to Enroll into a Class in Excess of Three Attempts* (Attached).

Note: Requests for exceptions to enroll will only be considered for enrollment prior the beginning of the quarter.

1) Make an appointment to meet with the Academic Dean over the class you are attempting to enroll into.

Department Telephone Numbers -

- Math, Science, & Engineering classes – 253.566.5060
- Arts, Humanities, and Social Sciences – 253.566.5069
- Communication and Transitional Studies (Includes English Classes) – 253.566.5070
- Health, Business, & Professional Services – 253.566.5113

2) Complete the first page of the Petition before your appointment (attached).

- Print your unofficial transcript and attach it to the petition
- Sign the petition

3) Take the completed petition to your appointment with the Academic Dean.

- The Dean may opt to follow up with your previous instructors as the next step in the decision process
- You may be asked to schedule a follow up appointment with the Academic Dean

4) If approved –

- You and the Dean will fill out the Success Contract portion of the petition (Page 3)
- Take the petition to the Enrollment Services Office to enroll into the class (Building 7)
- Fill out an Add/Drop form
- If the class is open, the Enrollment Services Office will enroll you into the class
- If the class is full, you will need to obtain permission from the instructor to be enrolled into the class

5) If **not** approved –

- You will want to meet with your advisor for possible alternative options.

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TACOMA COMMUNITY COLLEGE

Petition For Enrollment into a Class in Excess of Three Attempts

Note: Requests for exceptions to enroll will only be considered for enrollment prior the beginning of the quarter.

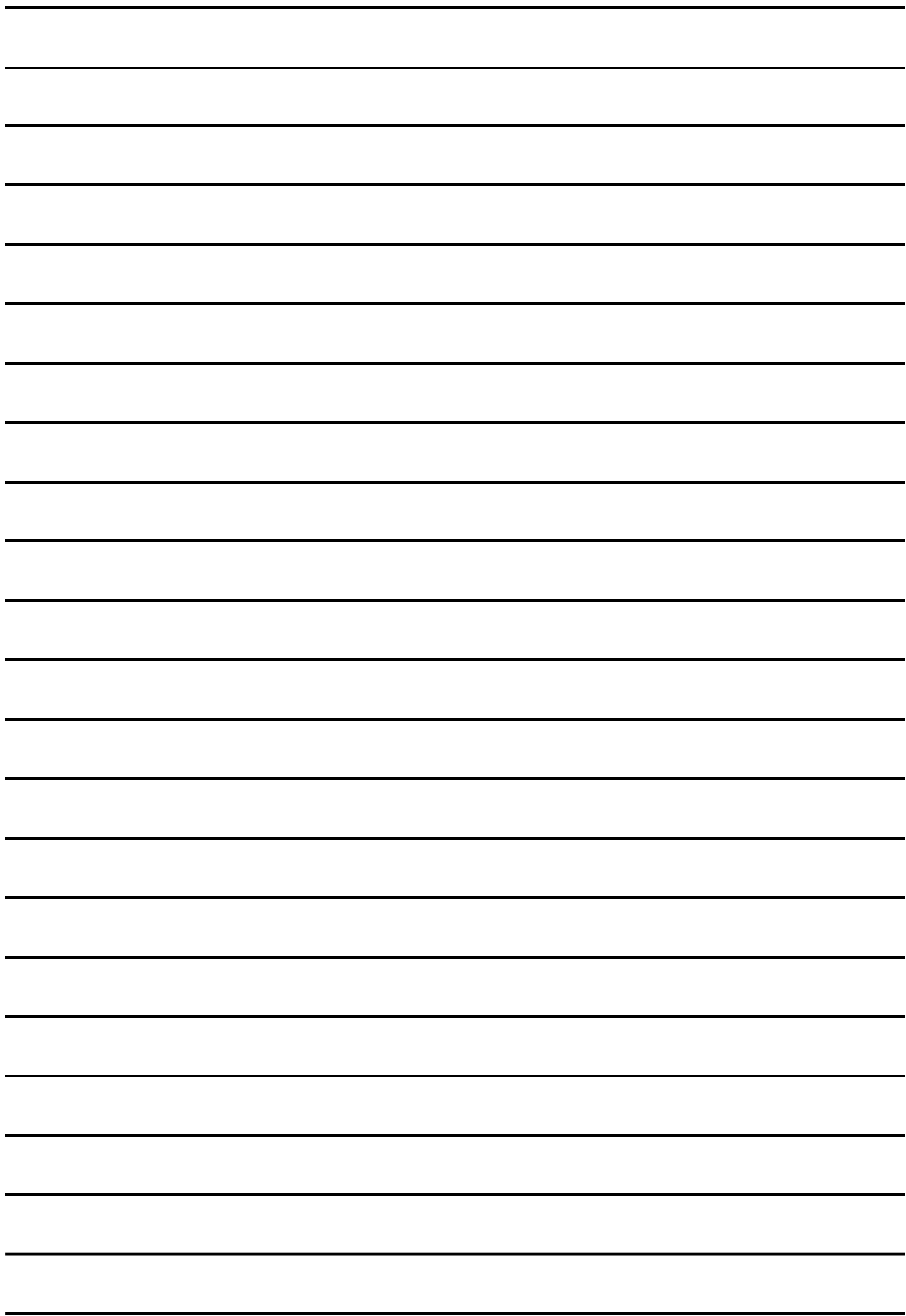
| STUDENT NAME: | | | STUDENT ID NUMBER: | |
|-----------------------|-----------------------------|--------------------|---|------------|
| DAY TELEPHONE NUMBER: | | | REQUESTING ENROLLMENT EXCEPTION FOR: (circle one) SUMMER FALL WINTER SPRING YEAR: _____ | |
| EMAIL ADDRESS: | | | | |
| CLASS | CLASS NUMBER (4-numbers) | CREDITS (Units) | TIME | INSTRUCTOR |
| | | | | |

TO BE COMPLETED BY THE STUDENT
(Use the back of this page if additional space is needed)

- 1) Why factors do you believe prevented you from being successful in this course?

- 2) Which campus resources will you access to help ensure you are successful in this class?

- 3) Are there any other steps you will take or are there other resources we can help you access that will assist you in meeting your goal to successfully complete this course?



APPROVAL SUCCESS CONTRACT

TO BE COMPLETED WITH THE ACADEMIC DEAN

4) What is your proposed class schedule for the coming quarter?

| CLASS | CREDITS | TIME | INSTRUCTOR |
|-------|---------|------|------------|
| | | | |
| | | | |
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| | | | |

5) What are the recommended additional resources as part of the Success Contract?

- Tutoring
- Study Groups
- Follow Up Meetings with the Dean
- Other as follows

DEANS COMMENTS/ADDITIONAL RECOMMENDATIONS:

ACADEMIC DEAN NAME (PLEASE PRINT)

DEAN'S SIGNATURE _____
DATE

STUDENT'S SIGNATURE _____
DATE

RETURN COMPLETED FORM TO ENROLLMENT SERVICES, BUILDING 7