



## Course Repeat Petition: 4<sup>th</sup> Attempt

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

ctcLink Number: \_\_\_\_\_

What course do you want to repeat? \_\_\_\_\_

A student can take a class up to three times, which includes earning a letter grade, withdrawals, incompletes, or an audit grade. Students must submit this petition to take a class for the fourth time. Alternatively, you may take the course at a different institution and transfer the grade to WCC.

Exception: A few WCC courses are designated as repeatable for additional credit up to the maximum specified. See individual course descriptions. A petition is not needed for those courses.

### Instructions

Submit a brief statement on the back of this form that explains why you need to retake the class, what circumstances prevented you from passing it previously, and what your plans are for successfully completing the class. Your reasons for retaking might include some of the following (check the most appropriate option):

- At least five years have elapsed since the last time you took the course
- You are required to take the course for employment or a professional license
- The course is required for a certificate or degree with limited or no substitute option
- You have an accommodation now and are working with WCC's Access and Disability Services Office (located in LDC 134)
  - Requires signature from ADS advisor: \_\_\_\_\_
- Other extenuating circumstances such as illness or accident beyond your control.

**Submit your petition statement with this form to Orca Central or email [advise@whatcom.edu](mailto:advise@whatcom.edu) at least 5 business days before start of the quarter.**

Individual petitions are reviewed by the Student Success Review Panel and a decision will be sent to your college email. Conditions of approval may include meeting with an advisor or student success coach to create and follow up on an academic success plan.

**Caution:** Other colleges and universities may not accept a grade earned in a repeated course. If accepted, that grade may be treated differently in the calculation of grade point average.

**Brief Petition Statement:**

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

Student Success Team: Date Processed/Initial \_\_\_\_\_

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**For Office Use Only – Petition Notes – Approved / Denied**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Comments:**