



Petition to Repeat a Course

Last Name _____ First _____ Middle _____

Empl. I. D. Number: _____ Curriculum: _____

Students Signature _____ Date _____

The policy for repeating a course is found in the Virginia Highlands Community College Catalog and states "A student should normally be limited to two (2) enrollments in the same *credit course*". Be aware that a withdrawal from a course counts as enrollment for purposes of the Repeat Policy.

I. COURSE REQUESTED:

Course and Section _____ Course Title _____ Semester _____ Instructor's Name _____

II. PREVIOUS ENROLLMENTS IN COURSE:

Course and Section _____ Course Title _____ Semester/Year Taken _____ Instructor's Name _____ Grade _____

Course and Section _____ Course Title _____ Semester/Year Taken _____ Instructor's Name _____ Grade _____

III. STUDENT PROVIDE DETAILED REASONS FOR THIS PETITION: (Supporting documentation; please attach or explain)

RECOMMENDATIONS:

INSTRUCTOR PERMISSION IS REQUIRED PRIOR TO SEEKING DIVISION DEAN'S PERMISSION

Does the Instructor recommend 3rd Enrollment in this course? Yes No

Rationale for Disapproval: _____

Instructor(s) Signature _____ Date _____

Does the Division Dean recommend a third attempt at this course? Yes No

Rationale for Disapproval: _____

Division Dean/Counselor Signature _____ Date _____

Record Office Use:
Recorded on _____ (date) by _____ (Registrar)
Revised 01/2019