

Course Repeat Appeal

To appeal to repeat a course for the fourth or subsequent time:

1. In addition to completing this form, you must set an appointment with an advisor to create a success plan that outlines how you will ensure you are successful in the course during the term (study skills, tutoring, limited course load etc...) and why you need to retake this particular course.
 - a. Please note: **Only one course can be appealed to be repeated for a particular term.**
 - b. This plan must be emailed from your advisor's Chemeketa email to registrar@chemeketa.edu
2. Submit the completed to Enrollment Services no later than 10 business days before the term you wish to enroll. **Both the plan and form must be available for review by this deadline, or your appeal will be denied.**
3. A decision will be emailed to your Chemeketa email account within five business days.

Student ID (K#): Date: - -

Name: _____
Last, First, Middle

Address: _____
Street, City, State Zip

Course Subject & #: _____ Term: _____
(example MTH 095) Term that you are requesting to retake the course (example Fall 2018)

Describe the extenuating circumstances that have prevented your success in this course:

Please use a separate sheet of paper if you need more space

Describe how you have addressed these issues so that you can be successful in this course:

Please use a separate sheet of paper if you need more space

Advisor/Counselor Use Only

Advisor Name: _____ Create a detailed success plan Date: _____
 Review Student's GPA (cumulative and last term) Cumulative GPA: _____ Last Term GPA: _____
 Email the success plan to registrar@chemeketa.edu and CC the student (my.chemeketa.edu)

Enrollment Services Office Use Only

Deferred and Deadline Date: _____ Approved Denied Final Decision Date: _____
 Email TGACOMC Repeat Override