

Third Repeat Course Petition Form

**only for students whose primary major is in SPHHS **

Instructions

- Please complete this petition if you are requesting permission to take a course for the third time. Include relevant supporting documentation as needed. We will consult your academic advisor about your performance in the course. Please discuss the three-peat with your major advisor prior to submission.
- Email or bring the petition and supporting documentation to a SPHHS Student Success Advisor:
 - Tracy Eason: taeason@umass.edu, 114 Arnold House
 - Public Health and Nutrition majors
 - SPHHS Exploratory Track (for students with last name starting with A-K)
 - Torin Moore: tymoore@umass.edu, 111 Arnold House
 - Kinesiology and Communication Disorders majors
 - SPHHS Exploratory Track (for students with last name starting with L-Z)
- **University Course Repeat Policy**
- A course for which a grade of C-, or below was earned may be repeated one time without permission. (No course for which a grade of C or higher was earned may be repeated.)
- A course may be repeated a second time, for a total of three times, only with permission of the undergraduate academic dean of the school or college in which the student is enrolled. There must be extenuating circumstances to justify your request (e.g. illness, family emergency, etc.) Students must provide documentation of all extenuating circumstances.
- All enrollments and all grades will appear on the transcript, but the last grade will be calculated in the GPA (even if lower than previous grades). Repeating a UMass Amherst course at another of the Five Colleges, at another campus of the University of Massachusetts, or at any other institution will not result in grade substitution.
- Students seeking permission to take a course for the third time must submit a Course Repeat Petition.
- Poor performance in previous attempts of a course will generally not be justification for a third attempt.

I. Student Information

Name: _____ Email: _____@umass.edu Date: _____

SPIRE ID: _____ Primary Major: _____ Phone #: _____

Number of credits completed: _____ Number of credits currently enrolled: _____

II. Course Information – If your request is for more than one course, please attach an additional page with course details.

Course Dept. & Number (e.g. KIN 100) _____

Course Title _____

What requirement does the class satisfy? (check all that apply):

Primary Major: _____ Secondary Major _____ Minor/Certificate _____ Gen-ed: _____

III. Complete the attached Third Repeat Permission Form

IV. Reason For Request- The following may be an acceptable reason for a late course withdrawal. Supporting documentation is required*. If you are unable to provide documentation, please explain why. Poor academic performance or trying to boost your GPA are not grounds for a late course withdrawal.
Check all that apply:

- Personal or family illness
- Personal and/or family difficulties
- Other (be specific below)

**Examples of appropriate documentation include proof of hospital stay, copy of obituary, or letters from a physician, mental health professional, or counselor*

V. Explanation- Briefly explain your request. Describe how the extenuating circumstance affected your academic work in the specified course. Please explain why you did not withdraw from the course in the previous semester.

VI. Resources- What resources for help/support did you access in the previous semester(s) while taking the course?

VII. Third Attempt Action Plan- If approved, what would you do differently to ensure that you are successful in passing the class?

VIII. Additional Information- Is there any other information you would like to provide to justify your request?

IX. Signature- I understand that the SPHHS Center for Student Success Committee and Academic Dean will review the appeal. The decision may take up to three weeks. I understand that I need to provide supporting documentation if there are extenuating circumstances.

Student Signature

Date

Academic Dean's Office & Center for Student Success Use Only

Type of Documentation Submitted _____

Decision (Associate Dean or Director of CSS initials): Approved _____ Denied _____ Date _____

Date student was emailed of decision: _____ Initial: _____

Date for documenting decision in advising notes: _____

Comments: