

Dakota State University
Petition for an Exception to Board of Regents Policy 2:4
Enrolling in a Course for the Fourth Times

Per BOR Policy 2:4, you are allowed to enroll in an undergraduate course (courses numbered 001 to 499) no more than three times. If you wish to enroll in a course for a fourth time, you must petition the Vice President of Academic Affairs for permission to enroll.

Return the completed petition to Dr. Cecelia Wittmayer, Vice President for Academic Affairs, Dakota State University, Heston Hall 314, Madison, SD 57042. You will be notified of the outcome of your petition by email. If the petition is approved, you must register for the course in the Enrollment Services Office (Heston Hall 103; phone: 256-5144) or in the Assessment Office (Heston Hall 214; phone 256-5663). No other academic offices are authorized to over-ride the WebAdvisor hold placed on your enrollment.

Name _____

Local Address _____

City, State, Zip _____

Campus E-mail: _____

Colleague ID: _____

I wish to petition for approval to enroll in _____ (course prefix and number) a fourth time. My enrollment history in this course (available in WebAdvisor) is:

	Semester Enrolled	Grade Earned
First attempt:	_____	_____
Second attempt:	_____	_____
Third attempt:	_____	_____

I understand that, in order to enroll in the course a fourth time, I must meet one of the conditions listed below. With this petition, I have included an explanation of the strategies I will use to improve my academic performance in this course.

I am requesting permission to enroll in this course a fourth time because:

_____ I passed the course with a grade of "D" or higher the last time I enrolled in it. I am requesting permission to re-enroll in the course because I want to earn a higher grade in the course.

_____ Extenuating circumstances interfered with my ability to successfully complete the course the last time I was enrolled. Therefore, I wish to re-enroll in the course.

The extenuating circumstances, which interfered with my ability to successfully complete the course the last time I enrolled in it, include:

The strategies I will use to improve my performance in this course include:

If your situation does not meet one of the conditions listed above, please contact Sandy Anderson, DSU Registrar, at 256-5143 or sandy.anderson@dsu.edu before submitting the petition.

Student's Signature: _____ Date: _____

I have discussed this issue with my advisee and support his/her decision to petition for re-enrollment in the course.

Advisor's Signature: _____ Date: _____

VPAA Decision: _____

Signature: _____ Date: _____

Notification to: _____ Enrollment Services _____ Assessment Office