

COMMUNITY COLLEGES OF SPOKANE
SPOKANE FALLS COMMUNITY COLLEGE
SPOKANE COMMUNITY COLLEGE

Repeat Course Exception Procedures for students requesting to be enrolled into a course in excess of two times

Before you will be permitted to register for courses in excess of two attempts, you are required to complete a *Petition for Exception to Enroll into a Course in Excess of Two Attempts*.

The Policy: Per State Board for Community and Technical Colleges, students may only repeat a course twice after the initial enrollment for a total of three attempts.

Financial Aid Policy: Students must apply for and otherwise qualify to receive financial aid. Students who do not pass a course with a G.P.A. (Grade Point Average) of 2.0 or better, may receive financial aid only once to repeat the course failed. Students who DO successfully pass a course may be paid *once* to retake it.

1. **Make an appointment to meet with a Counselor or Faculty Advisor** to discuss the course you are attempting to enroll into. Your advisor information is listed in your ctcLink Student Center. If you do not have an assigned advisor, please call the Counseling Department to make an appointment.

Counseling Department Location and Telephone Number –
SFCC - Falls Gateway Building 30, Upper Concourse, Room 243
Telephone: (509) 533-3525
SCC – Main Building 1, First Floor, Room B102
Telephone: (509) 533-7026

2. **Complete the first two pages of the Petition** before your appointment (attached).
 - a. Sign the petition
3. **Take the petition (with your completed portion) to your appointment** with your Counselor or Faculty Advisor.
 - a. Your Counselor or Faculty Advisor may choose to follow up with your previous instructors to assess your progress in your courses
 - b. You may be asked to schedule a follow up appointment with the Counselor or Faculty Advisor
 - c. If you and your Counselor or Faculty Advisor are in agreement that you are indeed a candidate for successful repeat, you will both complete the “Success Contract” portion of the petition.
4. **Take the completed petition to the Admissions and Registration Office.**
 - a. Submit the completed petition to the Admissions and Registration Office for final review and approval. (SFCC Student Union Building 17; SCC Student Services Building 15)
 - b. Fill out an Add/Drop form
 - i. If the course is approved and has an opening, the Admissions and Registration Office will enroll you into the course and notify you of the enrollment
 - ii. If the course is full, you will need to obtain permission from the instructor to be enrolled into the course

Note: Requests for exceptions to enroll will only be considered for enrollment if submitted by the second day of the quarter and processed no later than the end of the first week of the quarter.