



Virginia Highlands Community College 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. Previous enrollments in course:

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

II. STUDENT PROVIDE DETAILED REASONS FOR THIS PETITION: (Documentation to support your request, please attach or explain)

RECOMMENDATIONS:

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

Approved Not Approved/Rationale: _____

Vice President of Instruction & Student Services Signature

Date

Record Office Use:

Recorded on _____ (date) by _____ (Registrar)