

Black Hills State University
Petition for an Exception for Board of Regents Policy 2:4
Enrolling in a Course for the Fourth Time

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 the office of the Associated Vice President for Academic Affairs, Black Hills State University, 1200 University Street Unit 9501, Spearfish, SD 57799-9501 (Woodburn Hall 218). You will be notified of the outcome of your petition by email. If the petition is approved, the Registrar's Office will register you for the class, provided the class is open. 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 _____ a fourth
time for the _____ term.
(Course Prefix) (Number) (Section)

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:

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: _____
(Required)

VPAA Decision: _____

Signature: _____

Notification to: _____ Registrar’s Office