



The University of South Dakota
Petition for an Exception to Board of Regents Policy 2:4:
Enrolling in an Undergraduate Course for the Fourth Time

Per BOR Policy 2:4, students are allowed to enroll in an undergraduate course (courses numbered 001 to 499) no more than three times. If you wish to enroll in an undergraduate course for a fourth time, you must petition your academic dean for permission to enroll.

After you have obtained your advisor’s signature, return the completed petition to your academic dean. You will be notified of the outcome of your petition by e-mail. If the petition is approved, you will be registered by the Registrar’s Office in one of the sections listed, on a space available basis.

Name _____

Local Address _____

City, State, Zip _____

Phone Number _____

USD E-mail Address _____

Student ID Number _____

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, are:

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

My preferences for sections are, in the order listed:

1st Choice: Course (Ex: MATH-492) _____ Section (Ex: U015) _____ SYN # _____
2nd Choice: Course (Ex: MATH-492) _____ Section (Ex: U015) _____ SYN # _____
3rd Choice: Course (Ex: MATH-492) _____ Section (Ex: U015) _____ SYN # _____

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: _____



Dean's Decision: _____

Signature: _____ Date: _____

_____ Email to student notifying them of decision.

_____ Original form returned to the Registrar's Office.

