

SPOKANE COLLEGES
SPOKANE FALLS COMMUNITY COLLEGE
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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*.

Third Attempt: Third attempts require approval from a Counselor or Instructor. Students must apply for and otherwise qualify to receive financial aid. Students who do not pass a course with a GPA (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.

Fourth Attempt: Fourth attempts require approval from a Counselor or Instructor and the Director of Admissions and Registration/Registrar and will only be approved for extenuating circumstances which may include medical or military withdraws as defined in state statute, course required for a certificate or degree with limited or no substitute option, significant break in enrollment, grade forgiveness process, or mandated training for employment.

Course repeats beyond the fourth attempt will not be approved.

1. **Make an appointment to meet with a Counselor** to discuss the course you are attempting to enroll into. Please call the Counseling Department to make an appointment.

Counseling Department Location	Telephone Number
SFCC - Falls Gateway Building 30 Upper Concourse, Room 243	509.533.3525
SCC – Main Building 1 First Floor, Room B102	509.533.7026

2. **Complete the first two pages of the Petition** before your appointment.
 - a. Sign the petition
3. **At your appointment, this is what you can expect.**
 - a. Your Counselor 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
 - 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 and depending on your program, will route the form for instructor approval.
4. **After required signatures are obtained, the form will route to Admissions and Registration.**
 - a. Submit the completed petition to the Admissions and Registration Office for final review
 - b. Admissions and Registration:
 - 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 should be submitted before the start of the quarter.