

**WCC Petition To Take More Than Five Credits
For students on academic suspension. See reverse for deadlines.**

Phone 360.383.3080 Fax 360.383.4083 237 W Kellogg Rd, Bellingham, WA 98226 www.whatcom.edu		
Student Name		Student ID #
Address		WCC Student Email Address
City/State/Zip		Phone Number
Degree or Certificate Program (check all that apply) <input type="checkbox"/> University Transfer <input type="checkbox"/> Specific Professional/Technical Program (e.g. nursing, cybersecurity): <input type="checkbox"/> Exploring/Undecided <input type="checkbox"/> Liberal Studies (non-transfer)		Intended University Major (please indicate if undecided) Intended Career (please indicate if undecided)
Do you have a primary staff member you work with regularly?		If yes, who?
Which quarter are you petitioning for? Quarter: Year:		
Requested courses for next quarter		
Primary course or courses (5 credits total):	Additional Course 1:	Additional Course 2 (optional):

Petition Checklist

- Signed petition to take more than five credits (this form)
- Typed statement of 300-400 words from you that addresses the following questions:
 1. What circumstances led you to struggling academically?
 2. Why is it important to you to take more than 5 credits?
 3. What specific strategies will you use to achieve academic success next quarter?

Certification Statement: I have read this form and all instructions carefully. I understand that an incomplete or late petition may not be reviewed until the following quarter and that I may be dropped from my classes if I have not met the deadlines and requirements listed throughout this document.

Student Signature _____ Date _____

Please turn in your complete packet of petition materials to LDC 116 in person or via fax. If you are unable to turn in your petition materials in person or via fax, please email a complete packet of petition materials including petition form with signature and typed responses to earlyalert@whatcom.edu

See reverse for petition deadlines and review process.

Deadlines

Petitions are reviewed on a rolling basis. If you submit your petition by a given deadline listed below, you will receive notification via WCC Student Email by the notification deadline listed.

Quarter Requesting to Take More than 5 Credits	Review Deadline 1	You'll receive notification by...	Review Deadline 2	You'll receive notification by...
Winter Quarter 2019	Oct. 26 th , 2018	Nov. 9 nd , 2018	Dec. 19 th , 2018	Dec. 27 th , 2018
Spring Quarter 2019	Jan. 31 st , 2019	Feb. 15 th , 2019	Mar. 20 th , 2019	Mar. 28 th , 2019
Summer Quarter 2019	May 2 nd , 2019	May 17 th , 2019	June 12 th , 2018	June 20 th , 2019
Fall Quarter 2019	July 18 th , 2019	Aug. 2 nd , 2019	Sept. 10 th , 2019	Sept. 19 th , 2019

What Happens Next:

1. Your petition is reviewed by a panel of staff including directors and counselors.
2. If your petition is approved, your next step will be to work with your primary advisor to add approved courses to your schedule.
3. If you do not have an advisor, academic coach, navigator, or other staff member with whom you already work closely, one will be assigned to you. We encourage you to meet with this person regularly to discuss career exploration, degree planning, course selection, and registration each quarter.
4. You will be on academic suspension until your cumulative GPA is at or above a 2.0. Until that point, you will need to complete a new petition for any quarters you hope to take more than 5 credits. If, at any point, you fail a significant portion of your approved courses after a petition has been approved, you may be restricted to taking 5 credits the following quarter at the discretion of the Director of Student Success and Retention.
5. If your petition is not approved, you are allowed to take 5 credits and submit a new petition for the following quarter.

FOR OFFICE USE ONLY – ACADEMIC SUCCESS REVIEW PANEL		
APPROVED:	DENIED:	DATE:
COMMENTS:		
NOTIFICATION DATE:	UPLOADED TO STARFISH	Revised: 10/31/2018