

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 #	Phone Number
Address	City/State/Zip

Educational Planning and Goals:

1. Degree or Certificate Program (check all that apply)
 - University Transfer, majoring in: _____
 - Specific Professional/Technical Program (e.g. nursing, cyber security): _____
 - Exploring/Undecided
 - Liberal Studies (non-transfer)
2. Primary Career Goal (please indicate if undecided): _____
3. Primary Advisor (please indicate if unknown): _____
4. Please respond to the following questions in a typed, written statement of 300-400 words and attach with this completed form:
 - a. What circumstances led you to struggling academically?
 - b. What circumstances have changed, or what new skills or strategies related to your classes will you practice to support your ability to pass each quarter with 2.00 GPA or higher?
 - c. Why is it necessary to you to take more than 5 credits?
5. Please name a faculty member who could provide a strong reference for your commitment to your studies in their class. We will use this information if the committee is split and needs a tie breaking decision: _____
6. Which quarter(s) are you petitioning for?
 - Fall Winter Spring Summer
 Academic Year: _____
7. Complete the degree planning grid with an advisor's assistance to indicated requested courses:

Quarter	Primary course	Additional Course 1:	Additional Course 2:

Note: If you petition for more than one quarter and your petition is approved, you are required to maintain a 2.0 GPA each quarter. If you earn below a 2.0 quarterly GPA while on academic suspension and taking more than 5 credits, you may be restricted to taking 5 credits the following quarter at the discretion of the Director of Student Success and Retention.

Certification Statement: I have read this form and all instructions carefully. I understand that an incomplete or late petition will 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 _____

Instructions for Submission

1. Submit your petition packet before the final deadline for a given quarter.

Petitions are reviewed on a rolling basis. If you submit your petition by a given deadline listed below for an upcoming quarter, you will receive notification via WCC Student Email within two weeks. After the final deadline listed for that quarter, petitions are not reviewed for that quarter and students on academic suspension who have not petitioned will be restricted to taking 5 credits for that quarter.

Upcoming Quarter	Fall 2019	Winter 2020	Spring 2020	Summer 2020
Priority Deadline 1	July 18 th , 2019	Oct. 17 th , 2019	Jan. 30 th , 2020	April 16 th , 2020
Priority Deadline 2	August 16 th , 2019	Nov. 21 st , 2019	Feb. 27 th , 2020	May 14 th , 2020
Final Deadline	Sept. 10 th , 2019	Dec. 19 th , 2019	Mar. 26 th , 2020	June 18 th , 2020

2. Submit your completed packet of petition materials, including signature and types responses, to the appropriate office for review based on program affiliation:

- Running Start students: to Laidlaw Center 134 or via email to rstart@whatcom.edu for review by the Office of K-12 Partnerships
- Transitional Learning students: to Cascade Hall 167 or via email to TLProgram@whatcom.edu for review by the Office of Transitional Learning
- All other students: to Laidlaw Center 116 or via email to earlyalert@whatcom.edu for review by the Office of Student Success and Retention

Notification of your petition results will come via email from the office reviewing your petition.

If approved, your next step will be to work with your primary advisor to add approved courses to your schedule. If you do not have an advisor or other staff member with whom you already work closely, one will be assigned to you.

FOR OFFICE USE ONLY – ACADEMIC SUCCESS REVIEW PANEL		
APPROVED:	DENIED:	DATE:
COMMENTS:		
NOTIFICATION DATE:	_____ NOTICE UPLOADED TO STARFISH	<i>Revised: 07/01/2019</i>