

# Student Services Manual (SSM)

## SSM 201–13: Petition to Take a Course for the Third Time

Effective: 4/7/1988

Revised: 3/1/2024

### Purpose

To allow students to petition to take an undergraduate course for the third time when a grade of “D” or “E” has been received twice for the same course

### Sources

University Registrar Services

College standards committees

University Standards Committee

### Policy

An undergraduate course taken at ASU in which a grade of “D” or “E” has been received twice may be repeated again only after both the following criteria have been met:

1. the student has submitted a petition to take a course for the third time to the standards committee of the college in which the student is enrolled

and

2. the petition has been approved by the college standards committee, or the University Standards Committee, if denied by the college.

### Procedure

Responsibility	Action
Student	1. Complete and submit a petition to take a course for the third time to the standards committee of the college in which the student is enrolled.
College standards committee	2. Review the petition and approve or deny it. Forward the petition to University Registrar Services.
	If the petition is approved by the college standards committee:
	3. Note on the petition whether approval is for the present or a future semester.
University Registrar Services	4. Post the following note on the Person Comment Entry page in Peoplesoft “[Course prefix and number] APPRVD 3X date [date].”
	If the petition is denied by the college standards committee:

College Standards Committee	5. Forward the petition to University Registrar Services Graduation Section.
Graduation Committee	6. Prepare and forward the petition to the University Standards Committee.
University Standards Committee	7. Approve or deny the petition and forward it to University Registrar Services. 8. Send to the student a copy of the results of the petition(s). Instruct the student to contact his or her college.
	If the petition is approved:
	If the petition is approved after the add deadline and before the transaction deadline for the session:
University Registrar Services	9. Post approval to the Person Comment Entry page in Peoplesoft.
Student	10. Register for the course.
	If the petition is approved after the transaction deadline for the semester:
College	11. Submit an approved Academic Record Change in order to register or add the course that has been approved to be retaken.
University Registrar Services	12. Post the completed course to the student's transcript.

### Cross-References

See also:

1. [SSM 203-01](#), "Grade Change"
  2. [SSM 203-05](#), "Duplication of Credit by an Undergraduate Student"
- and
3. [SSM 203-06](#), "Deletion of a 'D' or 'E' Grade Received by an Undergraduate Student in an Undergraduate Course."