Fall 2017 Semester

Community College of Baltimore County
Request to Repeat a Developmental Education Course

In order to obtain permission to enroll in a developmental education course for a third and final time, you will need to complete the following steps:

Step 1. Please plan accordingly, **do not wait** until the deadline to seek approval to repeat a course.

Step 2. Obtain a copy of your **unofficial** CCBC transcript and attach the transcript to this packet. You can print your unofficial transcript online via your SIMON account. If you were not successful in the course due to circumstances beyond your control (such as illness, death in the family, etc.), please attach documentation of the event to your packet.

Step 3. Fill out the packet completely. **If your packet is incomplete, your request will be denied**.

Step 4. Approvals are only good for the **current registration period** (see deadline date below)**.**

Step 5. Return the completed packet, your unofficial transcript, and any other documentation to the coordinator of academic support in the Student Success Center during the dates noted below.

Step 6. While you are waiting to see if your request has been approved, if applicable, check the status of your financial aid award in SIMON.

Semester:	Packets are reviewed starting:	SUBMISSION DEADLINE:
Fall 2017	Tuesday, April 18, 2017	Friday, August 18, 2017 by 4 pm

Late submissions will not be considered.

Your packet will be reviewed in the order in which it was received. You will be contacted regarding the decision of your request as soon as a determination is made.

Please allow a minimum of five (5) business days for a decision.

KEEP THIS PAGE FOR YOUR RECORDS

Locations:

CCBC Catonsville	Library	Room 100	443-840-2750
CCBC Dundalk	College Community Center	Room 121	443-840-3666
CCBC Essex	Student Services Center	Room 203	443-840-1820
CCBC Owings Mills	County Campus Building	Room 403	443-840-5870

CCBC
The incredible value of education.
www.ccbcmd.edu

Request to Repeat a Developmental Course
Frequently Asked Questions (FAQ)

When is the last day to submit my request?

You must turn in your completed packet to the Student Success Center **by the posted deadline (see page one)**. Students who submit late requests will be required to wait until the next semester.

How do I get a copy of my unofficial transcript?

~~You can print a copy of your unofficial transcript from your SIMON account. You can gain access to your SIMON account by clicking on the "MyCCBC" link on the CCBC home page. You can also go to the Enrollment Services Center to request your unofficial transcript.~~

What is considered a course attempt?

A course attempt is enrollment in a course in which you received a grade. Therefore, if a grade appears on your transcript, this is considered an attempt. This includes grades of an A, B, C, D, F, I, S, U, R, AU (audit), and W (withdrawal).

Why do I not see my class listed?

Effective Fall 2016, CCBC will no longer offer ENGL 051, ENGL 052, MATH 073, RDNG 051, or RDNG 052. If you are approved to retake MATH 073, then you will be enrolled in MATH 083. RDNG and ENGL have been integrated into two accelerated options and if approved, your class placement will be based on your ACCUPLACER results (see chart below).

Students with an ENGL 052 & RDNG NA placement	• ACLT 053/ENGL 101 ALP (recommended), or • ACLT 053 standalone
Students with a RDNG 052 & ENGL 101 placement	• ACLT 053/ENGL 101 ALP (recommended), or • ACLT 053 standalone
Students with an ENGL 052 & RDNG 052 placement	• ACLT 053/ENGL 101 ALP (recommended), or • ACLT 053 standalone
Students with an ENGL 052 & RDNG 051 placement	• ACLT 052
Students with an ENGL 051 & RDNG 052 placement	• ACLT 052
Students with an ENGL 051 & RDNG 051 placement	• ACLT 052

Can I repeat the course during a shortened session, e.g. summer, winter, 7-week, etc.?

Permission will not be given to students who want to repeat a developmental course during a condensed semester.

How will I be notified of my approval or denial?

The Student Success Center on your campus will contact you based on the information you provide in the packet. Please make sure that your name, CCBC ID, phone number and email address are written legibly and that the information is current. Also, check your voicemail and/or email for possible information regarding your request. In most cases, you will be notified of a decision within five (5) business days (not including weekends and holidays). Incomplete packets will be **denied**.

Will my request to repeat the course definitely be approved?

No, approval to repeat a course can only be determined *after* a review of your completed packet. Once a decision has been made, you will be contacted to meet with the coordinator of academic support or an academic coach to discuss the outcome of your request.

Will this really be my last attempt?

Yes, college policy allows you to register for the class twice on your own; you must get approval to take any course for a third time. If you receive permission to repeat a course, it will be your *third and final attempt*.

What happens if I do not pass my final attempt?

You will need to contact the Student Success Center on your campus to discuss your options. To maximize your chances for success during the course, follow all agreement guidelines. Additionally, if you experience a crisis, illness, or any situation that may affect your coursework while enrolled, contact your campus coordinator of academic support *immediately.*

FALL 2017

Request to Repeat a Developmental Education Course

PART I: In order to accurately assess your request, please complete the following information.

FIRST NAME:	
LAST NAME:	
CONTACT INFORMATION:	_____ ☐ Home ☐ Cell ☐ Work
	_____ ☐ Home ☐ Cell ☐ Work
	@email.ccbcmd.edu
	Other Email:
CCBC STUDENT ID#:	9 | 0 | 0 | | | | | |

PART II: Please check the course(s) for which you would like permission to enroll.

ACLT 052	MATH 081	MATH 083
ACLT 053	MATH 082	

If you need permission to repeat a course other than those listed above, you must go directly to the academic department.

Please answer ALL of the following questions.

1. What is your program of study or major?
    _____

2. What is your current overall grade point average? __.___ *Refer to your unofficial transcript if needed.*

3. Which of following CCBC support services have you used in the past?
    ☐ Academic Advising   ☐ Career Center   ☐ Note Taker   ☐ Tutoring

    ☐ Academic Coaching   ☐ Math Center/Lab   ☐ Test Center   ☐ Writing Center

4. Are you currently on Academic Probation? (check one)   Yes   No   I don't know

5. Are you in Project START (Essex) or Project SPARK (Catonsville)? (check one)   Yes   No

6. Do you receive Financial Aid? (check one)   Yes   No   I did not apply yet
    If you are interested in receiving financial aid but have not applied, we strongly recommend that you submit your FAFSA before continuing this process.

7. If you receive financial aid, has your aid been suspended? (check one)   Yes   No
    If yes, have you submitted the Satisfactory Academic Progress (SAP) Appeal to the Financial Aid Office?   (check one)   Yes   No
    If you submitted an appeal, what is the status of your appeal?

    ☐ Approved   ☐ Denied   ☐ Pending   ☐ I am still waiting to learn the status of my appeal

Please continue to the reverse side of this page.

3

Locations:

CCBC Catonsville	Library	Room 100	443-840-2750
CCBC Dundalk	College Community Center	Room 121	443-840-3666
CCBC Essex	Student Services Center	Room 203	443-840-1820
CCBC Owings Mills	County Campus Building	Room 403	443-840-5870

CCBC
The incredible value of education.
www.ccbcmd.edu

PART III: Using your unofficial transcript as a guide, please provide the following information for each of the courses you are requesting permission to repeat. **NOTE:** Grades of A, B, C, D, F, I, S, U, R, AU (audit), and W (withdrawal) are all considered attempts.

Please check the course(s) in which you were unsuccessful.

ACLT 052	**ENGL 051**	**RDNG 051**	**MATH 081**	**MATH 083**
ACLT 053	**ENGL 052**	**RDNG 052**	**MATH 082**	**MATH 073**

PART IV: Provide a carefully written summary of why you have been unsuccessful during previous attempts. Attach a separate sheet and any documentation if necessary. Please be specific. Your information will be kept confidential.

PART V: Identify challenges that were obstacles to your academic success in the past.
- ☐ Low Motivation
- ☐ Family Conflicts/Struggles
- ☐ Social Distractions
- ☐ Health Issues
- ☐ Friends/Relationship Issues
- ☐ Inadequate Study Skills
- ☐ Unable to Understand or Conflict with Professor
- ☐ Poor Time Management
- ☐ Test Anxiety
- ☐ Managing Stress
- ☐ Disability Concerns
- ☐ Personal Issues
- ☐ Transportation Problems
- ☐ Housing Concerns
- ☐ Took Course Online
- ☐ Financial Challenges
- ☐ Course Load Too Heavy
- ☐ Course Too Challenging
- ☐ Work Schedule
- ☐ Did Not Have Book/Materials
- ☐ Other: _____

PART VI: Please provide details regarding other commitments.

1. Courses: Including the course you are requesting to repeat, list all of the courses you are considering for the upcoming semester. **PLEASE NOTE: IF APPROVED, YOU MAY BE LIMITED IN THE NUMBER BILLABLE HOURS YOU CAN ENROLL IN.**

Course	Course	Course	Course

2. Transportation: How do you plan to get to classes in the upcoming semester? (check all that apply)

☐ Drive My Own Car ☐ Get a Ride with Someone Else ☐ Take the CCBC Shuttle

☐ Borrow a Car ☐ Take Public Transportation (Bus, Metro, etc.) ☐ Other: _____

3. Employment: How many hours per week do you plan to work during the upcoming semester? _____

4. <u>Tutoring:</u> **You MUST attend tutoring in the Student Success Center or the Writing Center if you are given permission to repeat a course.**

5. If you are granted another attempt, carefully explain how you plan to be more successful in the upcoming semester. <u>Provide as much detail as possible.</u>

I have read the Permission to Repeat a Course Frequently Asked Questions (page 2) and I understand that approval to take the course(s) is not guaranteed. I certify that all of the information and documentation pertaining to this request are true. I understand that if my request is approved, I will be required to sign an agreement that outlines the conditions of my approval.

Student Signature: _____Date:_____

-- CCBC OFFICE USE ONLY - DO NOT WRITE ON THIS PAGE --

Name: _____ CCBC ID#: _____

Date Reviewed: _____ Reviewer: _____ Course(s): _____

				Comments
Prior Repeat request (Check GRID and SPACMNT):		NO	YES	
Academic Probation:		NO	YES	
Academic Suspension Readmit (Check SPACMNT):		NO	YES	
Financial Aid Status:	☐ Did Not Apply ☐ Warning	☐ Awarded ☐ Suspended	Date:	
Appeal:	☐ Not Submitted ☐ Denied ☐ Still waiting	☐ Approved ☐ Pending	Date:	
Other Academic or Financial Aid Info:				

Request to Repeat is:

☐ Approved ☐ Denied ☐ Pending (See Below) ☐ Deferred to (Semester):_____

Approval Conditions (note all of the following requirements on the student's agreement)

Credit Hour Limit:				
Courses Recommended:				
AC Requirement:	☐ Weekly ☐ Biweekly ☐ Monthly	SSC/WC weekly requirement: **NOTE: WC-1/2 hr. only**	☐ 30 minutes ☐ 1 hour ☐ 2 hours	
Other Conditions: ☐ Khan Academy ☐ ACCUPLACER retest ☐ Other:		☐ DSS ☐ Pass all current classes with a "C" or better	☐ See an Academic Advisor	

Additional Questions for the Student at Intake:

Additional Comments/Information:

Date entered into Banner:_____ Date entered into database: _____ / _____
Reg. Confirmed: ☐ Registered as Directed ☐ Registration Violation ☐ Did Not Register ☐ NP DROP