



Third Attempt of a Course

Policy Reference: [AC.3.1](#)

AA211, Heritage Hall
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Calgary, AB T2M 0L4
Phone: 403.284.7248
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Fax: 403.284.7112
Email: records@sait.ca

Please complete sections A to C. Submit to the Office of the Registrar for processing.

A) Personal Information

			Student ID Number	
Last Name		First Name		Middle Name
Address		City		Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business	Postal Code
Email Address				

B) Program/Subject Information

Program/Course	Major/Option	Dates Attended to
I request to obtain permission to re-take a course after the SECOND attempt (Policy Reference AC.3.1) Agreement I understand that students are allowed a maximum of two attempts to successfully complete a course. I confirm the following requirements have been met: ▪ I have met with the academic chair/coordinator responsible for the course ▪ The academic chair/coordinator is satisfied that significant extenuating circumstances warrant the attempt of the course for a third time ▪ I have submitted a student success plan to the academic chair/coordinator; and ▪ The academic chair/coordinator has reviewed and agreed to the plan with me Rationale for request* (be specific and attach supporting documents) Student Signature Date		

To process registration, please bring the signed copy of this form and a completed Subject Registration Add/Drop form to the Office of the Registrar.

C) Academic Approval Required

Approval Granted Yes No	Notes (deadline dates, etc.)		
Academic Chair (or Earned Revenue Coordinator)*	Signature	Date	

* The Academic Chair/Earned Revenue Coordinator in the School that delivers the course must complete the Academic Approval portion.

Example: MATH 235 is an Academic Services course taught in several programs. Therefore, approval must come from the Academic and Learner Services Academic Chair or Earned Revenue Coordinator.

FOIP Notification

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process a request for a third attempt of a course. If you have any questions about the collection or use of this information, contact the FOIP Coordinator at foip.coordinator@sait.ca.

Records updated by	Date
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