

**Advising Coordinating Team's (ACT) Response to UCC 0175 11S**

**From:** Simon, Kevin S  
**Sent:** Tuesday, April 19, 2011 7:35 PM  
**To:** Morales, Jeanette F  
**Cc:** Simon Bott; McHenry, Monica; DeFranco, Agnes L  
**Subject:** RE: University Coordinating Commission: Advising Coordinating Team (ACT) Response Needed for UCC 0175 11S

**Follow Up Flag:** Follow up

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Jeanette,

The Advisor Coordinators Team (ACT) met today and discussed a workable process regarding the passing of UCC 0175 11S, enforcing the UH Repeat Policy that limits students to three attempts of a class. The ACT group all agree that students who wish to enroll in a class for the fourth time will need to complete a Petition and submit to the college of their major for approval. If approved the college of the major will enroll the student in the requested class, *if* that class is open, and only during the normal enrollment period. The college will also send a copy of the approved petition to RAR (for imaging only) via IRIS.

Please let me know if you have any questions, comments, or would like any additional information.

Kevin

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