REQUEST TO REPEAT A COURSE

Semester: Summer __________ Fall __________ Spring __________
Year Year Year

Name ______________________________________ Student ID ___________________
Last First Middle

Address ______________________________________ Home Phone ___________________
Street/Route/P.O. Box

City State Zip Work Phone ___________________

COURSES REQUESTED TO REPEAT

<table>
<thead>
<tr>
<th>Course/Section</th>
<th>Course Title</th>
<th>Call #</th>
<th>Cr</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
<th>Previous Grade</th>
<th>Official Use</th>
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Reason to repeat a course(s):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

For the purpose of increasing mastery in a course when such is necessary for a successful performance in a subsequent course or for the purpose of increasing the grade point average, a student may repeat a course provided the grade of C or lower was earned in the course to be repeated. The grade received in the repeated course supersedes all previous grades and will be used to determine the student’s grade point average, academic standing, and requirements toward graduation. The hours attempted for repeating a course are counted only once and credited in the semester in which the course was repeated. Students are permitted to repeat a course twice (three attempts). After three attempts, the grades in the third attempt are used to calculate the grade point average. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the Vice President for Academic Affairs. (Financial Aid/Veterans Benefits note: Students who choose to repeat any courses with a passing grade will not receive financial aid or veterans benefits for those hours.)

Step 1 Student’s Signature (required) Date

Step 2 Advisor’s Signature Date
*required for students who have earned fewer than 30 hours

Step 3 Vice President for Academic Affairs Date

NSCC-3 11-009