

REQUEST TO REPEAT A COURSE

Semester: Summer _____ Year _____ Fall _____ Year _____ Spring _____ Year _____

Name _____ Student ID _____
Last First Middle

Address _____ Home Phone _____
Street/Route/P.O. Box

City _____ State _____ Zip _____ Work Phone _____

COURSES REQUESTED TO REPEAT

| Course/ Section | Course Title | Call # | Cr | Days | Times | Room | Previous Grade | Official Use |
|--------------------|--------------|--------|----|------|-------|------|-------------------|-----------------|
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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