

COURSE REPEAT REQUEST FORM

Students who have taken a course twice must complete this form in order to request permission to attempt the course again. The student must schedule an appointment with the appropriate individual listed below to present the completed form and discuss the request. The academic advisor will assist the student with completing the form and identifying the faculty and staff with whom to schedule the appointment.

Third attempt: Department Chair; Fourth attempt: Dean; Fifth attempt: Vice President for Academic Affairs.

Withdrawals with grades of W, WP, or WF are included in the number of course attempts.

Student ID		Student Name	Date
Course		Program of Study	Advisor
Term of First Attempt	Grade <input type="checkbox"/> D <input type="checkbox"/> WP <input type="checkbox"/> F <input type="checkbox"/> WF <input type="checkbox"/> W <input type="checkbox"/> Other	Explain why you were not successful at this attempt.	
Term of Second Attempt	Grade <input type="checkbox"/> D <input type="checkbox"/> WP <input type="checkbox"/> F <input type="checkbox"/> WF <input type="checkbox"/> W <input type="checkbox"/> Other	Explain why you were not successful at this attempt.	
Term of Third Attempt (If Applicable)	Grade <input type="checkbox"/> D <input type="checkbox"/> WP <input type="checkbox"/> F <input type="checkbox"/> WF <input type="checkbox"/> W <input type="checkbox"/> Other	Explain why you were not successful at this attempt.	
Explain what changes have occurred since these attempts and/or what strategies you will put in place to be successful in the future. If you need additional space, attach a separate sheet.			
Request is <input type="checkbox"/> Approved <input type="checkbox"/> Denied			
Signatures			
Third Attempt	Department Chair	Date	
Fourth Attempt	Dean	Date	
Additional Attempt	Vice President for Academic Affairs	Date	

cc: Department Chair, Dean, Advisor, Registrar
04/12/17