



Request to Repeat A Course

Student Information

Student's

Name: _____
Last Name *First Name* *MI*

Student ID#: _____

Phone Number: _____ Email address: _____

I am requesting permission to repeat the following course:

Course: _____ Semester: _____

Repeating A Course Policy:

- Students receiving a passing grade for a course may repeat the course once with permission of the Registrar or designee.
- The grade received on the second attempt becomes official.
- Students may repeat a failed course (F, W, U) as many times as it takes to pass, provided they can complete their program in 150% of the credits required to graduate. *(For example, a program with 60 credits must be completed within 90 credit attempts.)*
- Selective programs maintain the right to determine eligibility to repeat a course and/or to be eligible for readmission to the program.
- Students may retake any developmental courses that they have failed or failed to meet a prerequisite in as often as necessary, but the total number of all credits may not exceed 30.
- A student with extraordinary circumstances may use *the petition process* to request allowing the first attempt grade to be used and/or an additional attempt to repeat a course.

Explain Reason for Request to Repeat a Course:

My signature below attests that I understand the college's Repeating a Course policy:

Student Signature

Date

Approved by:

Signature of Registrar or Designee

Printed Name of Person who approved this request.