



Request to Repeat A Course

Student's Name: _____
Last *First* *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.
- When a course is repeated, credit is granted only once. All attempts to take a course will be recorded on a student's transcript, however, only the highest grade for a repeated course is used in computing a student's grade point average.
- Students may repeat a failed course (F, W) 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.)*
- 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 developmental credits may not exceed 30.
- Selective programs maintain the right to determine eligibility to repeat a course and/or to be eligible for readmission to the program.
- A student with extraordinary circumstances may appeal via petition to the Vice President of Academic Affairs requesting to allow a third attempt to repeat a course.

Explain Reason for Request to Repeat a Course: (Documentation may be required)

My signature below attests that I understand the college's "Repeat Course" policy:

Student Signature

Date

Approved by:

Signature of Registrar or Designee

Printed Name of Person who approved this request.