

COURSE REPETITION REQUEST

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. **The purpose of this form is to repeat courses you PREVIOUSLY COMPLETED OR WITHDREW. The final grade MUST BE POSTED before a request may be filed. After your registration appointment begins, submit this form with an ADD/DROP CARD to Admissions & Records. Documentation required.**

REASONS FOR REPEATING A COURSE

Courses cannot be taken more than once **EXCEPT** under the following circumstances:

- Earned a grade of A-F, NC (No Credit), P/NP (No Pass), W/EW (Excused Withdrawal) in the Spring 2020 semester only.
- Earned a substandard grade of: D, F, NC (No Credit), NP (No Pass) or received a grade of W (Withdrawal)
- Received a passing grade more than three (3) years ago, but your program of study requires a more recent completion. **Documentation required.**
- Legally-mandated training requirement as a condition of continued employment. **Official legal documentation required.**
- Catalog Renumbering Issue ► Enrolling in a related but separate course, due to changes in course repeatability, for example: SUBJ 1AD is now SUBJ 1, SUBJ 2, SUBJ 3 and SUBJ 4.

STUDENT INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: _____ STUDENT ID#: _____
 EMAIL: _____ PHONE: _____
 SEMESTER (CURRENT): FALL WINTER SPRING SUMMER YEAR: _____

COURSE HISTORY ► List the previous enrollments of the courses you intend to repeat provided in the space below.

CLASS NUMBER (EX: 30181)	COURSE TITLE (EX: ANAT 1)	SEMESTER (EX: SPRING)	YEAR (EX: 2015)	GRADE EARNED (EX: D)	OFFICE USE ONLY	
					DECISION APPROVAL	IF YES ► CODE USED
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> PETY <input type="checkbox"/> PE3T <input type="checkbox"/> RPAL <input type="checkbox"/> INCL <input type="checkbox"/> LMAN
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> PETY <input type="checkbox"/> PE3T <input type="checkbox"/> RPAL <input type="checkbox"/> INCL <input type="checkbox"/> LMAN
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> PETY <input type="checkbox"/> PE3T <input type="checkbox"/> RPAL <input type="checkbox"/> INCL <input type="checkbox"/> LMAN
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> PETY <input type="checkbox"/> PE3T <input type="checkbox"/> RPAL <input type="checkbox"/> INCL <input type="checkbox"/> LMAN

I declare under penalty of perjury that I have reviewed and understood all information on this form as well as affirm that all information on this form is true and correct.

STUDENT SIGNATURE: _____ DATE: _____

OFFICE USE ONLY		
RECEIVED ON: _____	STAFF SIGNATURE: _____	STAFF INITIALS: _____