THE GRADUATE SCHOOL
MONTCLAIR STATE UNIVERSITY
REQUEST PERMISSION TO REPEAT A COURSE

Name __________________________________________ Student ID # __________________

I request permission to repeat a course for the following reason: (check one)

_______ received a grade of “F”
_______ enrolled in over 10 years ago
_______ completing another internship/externship in a different setting
_______ received a “C” level grade (C-, C, or C+) **Must meet all of the following criteria:**
  • The course must require a B- or better for program completion to be eligible for retake; this includes a C grade that is preventing the required 3.0 GPA.
  • The course has not been attempted twice already.
  • The student has not already retaken three courses in the Master’s Program.

Program:_________________________ Semester/Year course was previously taken: __________

Course:_________ Semester requesting registration: __________ CRN# ________________

(Important: You must include the CRN# for registration purposes)

Justification for Repeat: Please describe the circumstances that led to the grade earned, and why you believe you will be more successful if given the opportunity to take it again. Please use more space if needed.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student’s Signature__________________________________________________________ Date____________

Graduate Program Coordinator: Approve_________ Deny __________

Signature________________________________________________________ Date____________

If approved, forward The Graduate School. If denied, return to student. Student may appeal denial.

__________________________________________________________________________

Assistant Director of Student Success Signature ____________________________ Date ____________

The Graduate School

TGS Repeat 2, Fall 2022