PLEASE NOTE:
If this is your first time repeating this course, you do not need to complete this form.

Undergraduate students who receive an F, D-, D or a D+ in a course are permitted to repeat the course only once. Courses in which a student received a grade of C- or better cannot be repeated. Under limited special and extenuating circumstances, the Dean of each College or School has the discretion to approve exceptions to these policies. (Certain “repeatable” courses, such as music ensembles, independent studies, co-ops, and special topics courses are also exceptions).

For permission to repeat a course a second time, or for which a grade of C- or better was earned, complete the following steps:

1. Describe the special and extenuating circumstances that justify your request on the back of this form.
2. Obtain the signature of your advisor.
3. Obtain permission and the signature of the Chair of the department in which the course is offered.
4. Obtain permission and the signature of the Dean of the School or College in which the course is offered.
5. Obtain permission and the signature from the Provost.
6. Once you have obtained all the required signatures, you must bring this completed form to The Office of the Registrar by the published Add/Drop deadline.

Print - Last Name, First Name
          CWID

Student Signature                      Date                        Semester

Course to repeat:

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<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
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1st Attempt: Semester/Year: ________________________ Grade: ___________________
2nd Attempt: Semester/Year: ________________________ Grade: ___________________

Advisor - Print Name & Sign                 REQUIRED                      Date

Department Chair - Print Name & Sign       REQUIRED                      Date

Dean - Print Name & Sign                   REQUIRED                      Date

Provost - Print Name & Sign                REQUIRED                      Date

All signatures are REQUIRED

Revised 10/2018