Please allow 5 – 10 business days for processing.
Incomplete forms will not be processed.

Note: If this is your first time repeating this course, you do not need 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.

Student’s Last Name, First Name – Please Print

Course to repeat:
Please note, this information is for the course the student will be registered for in the upcoming semester.

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<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE</th>
<th>SECTION</th>
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1st Attempt: Semester/Year: ________________________        Grade: ____________________

2nd Attempt: Semester/Year: ________________________        Grade: ____________________

Advisor - Print Name & Sign            REQUIRED

Department Chair - Print Name & Sign       REQUIRED

Dean - Print Name & Sign                REQUIRED

Provost - Print Name & Sign              REQUIRED

All signatures are REQUIRED

Revised 7/2019