



COURSE REPEAT APPEAL

Please read carefully the University Policy on Course Repeats:

Students may elect to repeat a course, subject to the following stipulations.

- A sequence course may not be repeated for credit if the student passes a higher sequence course with a C or better grade.
• A student may not enroll in the same course at another institution and have that grade replace the original grade earned at the University.
• The original course and grade remain on the transcript; however, the grade and credits originally earned are not counted in the calculation of the GPA.
• The grade earned by repeating a course is used instead of the grade originally earned when computing the GPA, even if the grade earned in the later attempt is lower than the first.
• Any grade earned in the repeated course will be recorded on the academic transcript, even if it is lower than the original grade.
• W, R, or N grades reported for the repeated course will not be identified as a course repeat, and therefore the original grade earned will continue to be counted in the GPA.
• Incomplete grades (G) are not identified as repeated courses until the course work is completed.
• Students are only permitted to repeat a course twice.

Students who wish to repeat a course for a third time or more must secure permission from the Assistant Dean for Academic Affairs. Complete this form and submit it to your academic advisor in the College of General Studies Office. This form must be submitted at least 5 business days prior to the Add/Drop deadline.

Student Name: _____

Major: _____

Peoplesoft #: _____ Intended Date of Graduation: _____

Overall GPA: _____ Semester: _____

Total # of credits you wish to take this semester: _____

Course student wishes to repeat (Dept. code/Subject, Catalog Number, Title and # of Credits):

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

List below the prior semesters in which you took this class and the grades you received:

Semester: _____ Grade: _____

Semester: _____ Grade: _____

Semester: _____ Grade: _____

____ By checking here I state that I have not taken a higher sequence course with a C grade or better which would make me ineligible to repeat the course listed above.

Other courses student is scheduled to take simultaneously (Dept. code/Subject, Catalog Number, Title and # of Credits):

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

Subject: _____ Catalog #: _____

Title: _____ Credits: _____

Approximate # of hours per week you must devote to responsibilities outside of classes (employment or military service, volunteer and/or family responsibilities): # Hours: _____

Note that only in very exceptional cases are course repeat appeals approved. State below or on a separate sheet why you wish to repeat this course beyond the University's limit of a second attempt. *State what conditions have changed that now give you greater confidence that this additional attempt will result in an improved grade.*

Is tutoring available for this course? Yes No

If yes, did you utilize tutoring services for this class in the past? Yes No

If yes, why do you think that tutoring services will be more successful in this new attempt?

By signing this appeal, I understand that I am assuming an academic risk by repeating a course beyond the University limit. I understand that, statistically, students who repeat a course tend not to significantly improve their grade from prior attempts. I have read the University Policy on Course Repeats above and understand and accept those stipulations.

Student signature: _____ Date: _____

OFFICE USE ONLY

Advisor Approves Course Repeat: Yes No

Advisor Signature: _____ Date: _____

Comments:

_____ Approved:

_____ Not approved (reason): _____

Assistant Dean Signature: _____ Date: _____