REPEAT COURSE REQUEST
3RD TIME

Students are normally allowed to enroll in the same course only two times. Students must obtain approval to attempt the same course for a third time.

Please complete the sections below and submit this form to the Admissions and Records office along with a completed registration form.

1. To Be Completed by the Student:

Date:_____ Student ID Number:_____

Name:_____

Address:_____

Email Address:_____

Telephone Numbers: (H) _____ (C) _____

Course to be Repeated (Ex. HIS 121): _____ Semester: Fall____ Spring____ Summer_____
(***A separate form should be submitted for each repeat course request***)

Please state reason for request and plan for succeeding during the 3rd attempt:
(Please type or write legibly. Attach additional pages, if necessary)

_____
_____
_____
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2. To Be Completed by the Office of the Dean of Instruction

Conditions of approval:

_____
_____
_____
_____
_____
_____

3. Signature of Dean of Instruction:

_____**Date:**_____

By registering for the above course, you agree to the terms and conditions of this repeat course approval.

Note: You must submit this form to the Admissions and Records Department to register for repeated course.