



Undergraduate students who receive an F, D-, D, D+, or WD 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. Secure the endorsement and signature of your advisor.
3. Secure the permission and signature of the chair of the department in which course is offered.
4. Secure the permission and signature of the Dean of the School or College in which course is offered:
  - CART: Assistant Dean Linda Davidson, Morehead Hall, Room 225
  - CEHS: Assistant Dean Tammy Samuels, University Hall, Room 3145
  - CHSS: Assistant Dean Yolanda Alvarez, Dickson Hall, Room 401
  - CSAM: Associate Dean Lynn Schneemeyer, CELS, Room 206
  - SBUS: Associate Dean Frank Aquilino, Feliciano School of Business, Room 290
  - SNUR: Dean Janice Smolowitz, School of Business, Room 250
5. **Deliver completed form, below, to the Registrar’s Office no later than the end of the Add/Drop period for the semester or term in which you plan to repeat the course.**

**SEMESTER/TERM:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CWID:** \_\_\_\_\_ **NAME** \_\_\_\_\_

**COURSE TO REPEAT:** Include Course Registration Number, Subject Code and Course Number

\_\_\_\_\_

**SEMESTER/TERM OF FIRST ATTEMPT** \_\_\_\_\_ **GRADE RECEIVED** \_\_\_\_\_

**SEMESTER/TERM OF SECOND ATTEMPT** \_\_\_\_\_ **GRADE RECEIVED** \_\_\_\_\_

\_\_\_\_\_  
Student date

\_\_\_\_\_  
Advisor date

\_\_\_\_\_  
Department Chair date

\_\_\_\_\_  
Dean date