Repeat Course
Third Attempt Approval Form

Date:

Name: __________________________ ID Number: __________________________

Email: __________________________ Phone Number: ___________________

Semester: __________________________ Year: __________________________

Course Name/Number: __________________________ Class Number (5 digit #): __________________________

Department Checklist

This section must be reviewed and approved by the student’s major department office.

Undergraduate students may not register to take a course more than two times unless the student meets all of the following conditions:

☐ have not exceeded 28 units of repeated coursework,
☐ received a grade of D, F, IC, or WU upon the second attempt of the course,
☐ this is not the Fourth or more attempt,
☐ the course to be repeated is a program requirement,
☐ the program they are pursuing requires a passing grade to fulfill a program requirement,
☐ there are no other courses in the catalog that can be used to fulfill the program requirement.

Recommendations

☐ Approve
☐ Deny

Comments: __________________________

☐ Approve
☐ Deny

Comments: __________________________

☐ Approve
☐ Deny

Comments: __________________________

Students

Please submit this form to:
Student Services Center, Joyal Administration Building,
North Lobby, by the last day to add a class.

For Office Use Only

Updated By: __________________________ Date: __________________________

4/26/2018