

Course Repeat Request



My Name: _____ Date: _____

Student ID Number: _____ Major: _____

Course Requested (course number and title): _____

Reasons for first unsuccessful completion of the course.

Reasons for second unsuccessful completion of the course.

What I will do to improve my grade...(What action will I commit to doing?)

1. _____

2. _____

3. _____

Student Signature: _____

Dean Signature: _____

Course override complete (SFASRPO) _____

***After signatures and override please return to the Registrar's Office in C120.*

Note: Federal regulations limit the number of times a student may repeat a course and receive financial aid for that course.

- A student may receive aid when repeating a course that was previously failed (received a failing or unsatisfactory grade), regardless of the number of times the course was attempted and failed.
- A student may receive aid to repeat a previously passed course (grade of 'D' or higher) one additional time. Once a student has completed any course twice with a passing grade (grade of 'D' or higher), he/she is no longer eligible to receive aid for that course. This rule applies whether or not the student received aid for earlier enrollments in the course.
- Students will receive notification if they are financial aid applicants and attempt to repeat coursework beyond the limits.
- In addition, every repeated course affects Satisfactory Academic Progress calculations; all repeated courses are counted as attempted credit hours.