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Office of the Registrar

# Waiver to Repeat a Course

Policy: A course in which a student received a C- or below may be repeated without prior approval. With prior approval, a course may be repeated in which a student received a grade of C or higher, according to the procedure outlined below. All grades will appear on the student’s transcript, but only the higher grade will be averaged into the GPA.

Instructions:

1. The student must meet with the department chairperson to discuss the rationale for repeating the course. If the department chairperson is not available, the student may meet with the division dean.
2. If it is agreed that the student may repeat the course, this waiver form is initiated. All information below must be completed.
3. **This form requires two administrative signatures, and one must be from the appropriate department chair or division dean.** The signed original must be submitted to the Registrar’s Office at the time of registration. Copies will be distributed to the student, instructor, department chair, division dean, and vice president of faculty and instruction.
4. Please be advised that course repetitions may be covered by financial-aid funds and may negatively affect your eligibility. If you are a financial-aid applicant, you should consult with the Financial Aid Office prior to registering.

Name of student making request \_\_\_\_\_

Course number \_\_\_\_\_ Course title \_\_\_\_\_

Semester during which course was previously completed \_\_\_\_\_

Previous grade earned \_\_\_\_\_

Rationale for waiver \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Department chairperson \_\_\_\_\_ Date \_\_\_\_\_

Division dean \_\_\_\_\_ Date \_\_\_\_\_

VP of academic affairs \_\_\_\_\_ Date \_\_\_\_\_

(required only if department chair or division dean is unavailable)