

**Permission to Repeat a Course for a Third Time**  
*(Return to Registrar's Office at your current campus)*

Student Name \_\_\_\_\_

Student ID (if known):  and/or NetID (if known):

Current Campus: \_\_\_\_\_ Current Phone: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_

Major: \_\_\_\_\_ Semester Standing: \_\_\_\_\_

CUM GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_

The following motions were passed by the University Senate on Monday, February 12, 2001: "A student may repeat a course previously passed [taken] one time without seeking permission in order to earn a higher grade. The student may take the course a third time with the permission of the Dean of the School or College in which the student is enrolled and the instructor of the course. When a student repeats a course, credit toward the degree shall be allowed only once. Furthermore, in the computation of the grade point average, the registered credit and grade points for the most recent taking of the course shall be included in the GPA calculation and the registered credit and grade points for the prior taking of the course shall remain on the transcript, but shall be removed from the GPA calculation. Under no circumstances may a student take a course more than three times."

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**Option I (For students who have failed the course twice previously)**

The above-named student has been granted permission to repeat \_\_\_\_\_ during:  
*(Course and Section)*

Year:  Fall  Winter  Spring  Summer

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**Option II (For students who have passed the course previously but want a higher grade)**

The above-named student has been granted permission to repeat \_\_\_\_\_ during:  
for grade but not for credit *(Course and Section)*

Year:  Fall  Winter  Spring  Summer

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_