

## COURSE REPEAT POLICY WAIVER FORM

\_\_\_\_\_ requests permission to enroll in \_\_\_\_\_  
Student Name                      Student ID                      Course

and a waiver of the Course Repeat policy. The policy states that "students who receive a passing grade of D or better on a curriculum course may repeat the course once to seek a better grade. If a grade of C is required for progression in a student's program of study, then a student may repeat the course until a grade of C is obtained, however, financial aid will not pay for more than one repeat of a course after a passing grade of D is obtained."

Student previously completed the course as follows:

Semester	Grade	Semester	Grade
_____	_____	_____	_____
_____	_____	_____	_____

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

\_\_\_\_\_  
Advisor                      Date

\_\_\_\_\_  
Department Chair                      Date

Student is referred to the Divisional Dean for permission to enroll.

\_\_\_\_\_  
Student Email                      Student Phone Number                      cc: Divisional Dean

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To be completed by Divisional Dean

Based upon review of the student's transcript, student has demonstrated consistent progress towards degree completion and is granted permission to retake the course.

Based upon review of the student's transcript, student has not demonstrated consistent progress towards degree completion and is referred to career counseling.

Based upon review of the student's transcript, student has not demonstrated consistent progress towards degree completion and has a plan to improve performance in the course. (ex. limiting number of courses taken, obtaining a tutor, taking the class face to face). Identify plan:

Student understands that credit hours for the course may not be included in calculation of financial aid award.

Approved                      \_\_\_\_\_  
 Not approved                      Curriculum Dean                      Date

cc: Financial Aid, Registrar, Advisor, Student File

*March 24, 2014*