

## REPEATED COURSE APPROVAL

**From the College Catalog: Repeated Course** If a course is repeated, only the highest grade is computed in the calculation of the Grade Point Average (GPA). If a student earns the same grade upon repeating a course, only one grade is computed in the calculation of the GPA. The original course grade is still shown on the transcript with a (\*) indication that it is not calculated in the GPA. **Limits to a Repeated Course** A student who has received a grade of F, W, or any other grade twice for the same course cannot register for the course a third time without the approval of the student's program chair or academic advisor. The student may be required to meet with an academic advisor to discuss potential for success in the student's current degree or certificate program. Students receiving financial aid should be aware of other standards related to repeated courses, discussed in the **Financial Aid and Scholarships** section of the Academic Catalog.

**Form applies for one course only; if there are multiple requests, please use another form.**

SEMESTER: \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER YEAR: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

FULL NAME: \_\_\_\_\_  
Last First Middle

### STUDENT FINANCIAL RESPONSIBILITY

- I understand that all previous semester balances need to be Paid in Full before this form will be processed.
- I accept responsibility for the timely payment of my tuition and fees and understand that Bill Due Date is the 7<sup>th</sup> day of each semester.
- If I become delinquent in the payment of tuition/fees, I agree to pay costs of collections assessed by the Attorney General's Office and its designees.
- I understand that I will be charged the full cost of the class added below unless I officially drop the class during the refund period.
- I understand the refund of tuition/fees is calculated according to the date I officially drop the class added below.
- If I decide not to attend a class and am reported as a "No Show", I agree to pay all tuition/fee charges unless I officially drop the class during the refund period.

### COURSE TO BE ADDED:

SUBJECT: \_\_\_\_\_ COURSE: \_\_\_\_\_ SECTION: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### PROGRAM CHAIR OR ACADEMIC ADVISOR APPROVAL SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_