

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 accept responsibility for the timely payment (by semester's end) of tuition and fees incurred while attending the college.
- If I become delinquent in the payment of tuition/fees, I agree to pay costs of collections assessed by the State of Ohio and its assigns.
- 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. Refer to the College's published refund schedule.
- 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.
- I agree to retain my copy of this document to support any future claim I may have concerning this registration transaction.

COURSE TO BE ADDED:

SUBJECT: _____ COURSE: _____ SECTION: _____

STUDENT SIGNATURE: _____ DATE: _____

PROGRAM CHAIR OR ACADEMIC ADVISOR APPROVAL SIGNATURE:

_____ DATE: _____