

## Request to Repeat a Course

When a class is okay to repeat:

1. The student is enrolling in a "pre-approved repeatable course." (PEMW 113, MUSI 150, MUSI 151, MUSI 152)
2. The student is repeating an unsuccessfully completed course (= second attempt). Note: An unsuccessful completion means student received a grade of D, F, U or W.
3. The student is repeating a course that he/she completed 4 or more years ago.

When a student must receive permission to repeat a course and this form must be filled out:

1. The student is registering for their 3<sup>rd</sup> attempt at a course... This comes into play when a student has enrolled in the course 2 other times and received any combination of D, F, U or W.
2. The student is repeating a successfully completed course. (previous grade = A, B, C or S.

Student's Name: \_\_\_\_\_ Colleague ID#: \_\_\_\_\_

Course to be Repeated: \_\_\_\_\_ Semester: \_\_\_\_\_

Last Attempt: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Grade: \_\_\_\_\_  
Course + Section

Other Attempt: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Grade: \_\_\_\_\_  
Course + Section

Other Attempt: \_\_\_\_\_ Semester Taken: \_\_\_\_\_ Grade: \_\_\_\_\_  
Course + Section

Reason for Repeat/Counselor Notes:

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Signature of Counselor: \_\_\_\_\_ Date \_\_\_\_\_  
(if processed through Advising & Counseling)

**THIS PORTION OF THE FORM IS TO BE COMPLETED BY THE ADMISSIONS & RECORDS OFFICE**

- This repeat has been approved:
- Tuition Remains at Residency Rate
  - Tuition will be charged at Out-of-State Rates  
Rate to be Applied = \$ \_\_\_\_\_ per Credit Hour x \_\_\_\_\_ credit hours = \$ \_\_\_\_\_

- This repeat has been denied.
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\_\_\_\_\_  Student Notified  NCR on STNC  
Admissions & Records Representative Date

**Note: Copies of Approval Will Be Forwarded to the following DACC Offices**

- Cashier/Accounts Receivable
- Counseling & Advisement
- Financial Aid Office