

REQUEST TO REPEAT A COURSE

Geology & Physics Department



Last Name	First Name	MI	Student ID
Email Address		Course Registration Number – Semester – Course Prefix – Title	

NOTE: THIS FORM WILL NOT ENROLL YOU IN THE CLASS.

USI Course Repeat Policy: Students will be prevented from enrolling in a course for a third (or subsequent) time unless re-enrollment is approved by the college of the student’s major.

To request a course repeat:

1. Complete the table below with the outcome from each previous attempt of the course. Note: this form is only for courses with a prefix of ASTR, GEOG, GEOL, or PHYS; and you will only be permitted to re-enroll in a face-to-face offering of the course.
2. Attach a typed statement explaining the circumstances that prevented you from previously completing the course, and the steps that you will take to ensure your success in the course if you are approved to repeat it.
3. Meet with your academic advisor to review this form and your statement. Have your academic advisor sign below to verify their approval.
4. Bring this completed form and attached statement to the instructor for the course you would like to repeat; if the instructor is not available, see the Department Chair.
5. Once approved by the instructor, submit this paperwork to the College Dean of your major.
6. After a decision has been made by the Dean, please deliver this paperwork to the Chair of the Department for processing of the repeat override.

PLEASE ALLOW UP TO 10 BUSINESS DAYS FOR PROCESSING

Semester	Course Prefix & Number	Course Title	Credit Hours	Grade
<i>e.g. Spring 2016</i>	<i>PHYS 205</i>	<i>Intermediate Physics I</i>	<i>5</i>	<i>F</i>

I understand that, if approved, I must take the repeated course in a face-to-face format and that Financial Aid may not pay to repeat the course.

Student Signature _____
Date

Advisor Signature _____
Date

Instructor (or Department Chair) _____
Date

Approved Denied _____
College Dean (or designee) _____
Date

After approved by the Dean, please return this completed form to the Department Chair for processing.