



Registrar Services, Bouillon Hall

REPEAT APPROVAL FORM

APPROVAL SIGNATURES REQUIRED FOR 3rd and 4th ATTEMPTS

CWU ID # _____ Date _____

Student Name _____

Email _____

Times Taken	Term	Department	Course	Section	Grade
First					
Second					

Third*					
*Unless designated as "Repeatable for credit", the third enrollment for a course will require signed approval from both the course instructor, and the department chair.					

Fourth**					
**Unless designated as "Repeatable for credit", the fourth enrollment for a course will require signed approval from the course instructor, the department chair, and College Dean.					

*Course Instructor Signature _____

Approved subject to course enrollment limit Approved regardless of course enrollment limit

*Course Department Chair Signature _____

**Course College Dean Signature _____

- Unless "repeatable for credit," courses may not be taken more than two times without permission.
- Credit will be awarded only once, including transfer credits.
- All grades remain part of the student's official record, however only the **most recent grade earned** will be used in computation of the cumulative and major GPA.
- Credit will be excluded on **all un-approved** repeats taken 3 or more times.
- Failure to pass the most recent approved repeat will result in the **loss of credit for all times taken.**
- By signing, I am requesting enrollment in the course above and I acknowledge that registration obligates me for payment of all tuition & fees. I understand that if my balance is not paid by the due date, I may be assessed late penalties. I also acknowledge registration occurs after the published deadline, tuition and fees are due immediately and late registration fees will apply.

Student Signature _____

Please be aware that as this is your third attempt at this course, it is imperative that you pass the course with the minimum grade required (if you are unsure of what this grade is, please check with your advisor). The College of Business does not approve fourth time attempts, and if you did not earn a passing grade with your third attempt, you may be required to take this course at another institution. We recommend working regularly with your professor and advisor for any questions you may encounter during this course, and please feel free to utilize tutoring if it is available for this class.

In order to continue reviewing this request, please include a short paragraph describing the challenges experienced during previous attempts and your plan for success for this attempt. Please be aware that approvals to repeat must be approved by the instructor, department chair and by the College of Business Dean's Office. This explanation will be provided to those individuals to aid in their review.