



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 _____