



**REQUEST TO REPEAT A COURSE**

NAME	STUDENT ID	COURSE	SEMESTER	DATE

First Attempt Term: \_\_\_\_\_ Grade Received: \_\_\_\_\_

Second Attempt Term: \_\_\_\_\_ Grade Received: \_\_\_\_\_ Current GPA: \_\_\_\_\_

**NOTE**

Requests to repeat a course will not normally be granted unless the following conditions are met: The course is required for the current major or target program you specified above.

*Please describe why your previous attempts at this course were not successful (see reverse).*

**ACKNOWLEDGEMENTS**

I acknowledge that,

I must complete the course in the term which it is approved.

- It is my responsibility to register for the course. The Faculty of Engineering and Applied Science will not register on my behalf.
- The grade received on this attempt will replace all other grades that I have previously received for this course.
- If I am not successful during this attempt I understand that the Faculty regulations on academic performance will apply. I will be required to discontinue (RTD), the minimum length of a faculty RTD is two consecutive semesters.
- I understand that I will only be able to register in three courses while attempting this repeat limit.

I understand that students must be in good standing in order to repeat a course for the third time.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**OFFICE USE ONLY – PLEASE DO NOT WRITE IN THE BOX**

**INITIAL SCREENING:** *Required* \_\_\_\_\_ *Wait 1 Semester* \_\_\_\_\_ *Completed 3 Courses* \_\_\_\_\_  
*Transfer Credit* \_\_\_\_\_ *Screened by:* \_\_\_\_\_

**DECISION:**

Permission to repeat the above course has been **granted** / **denied** for the \_\_\_\_\_ semester.

Conditions / Reasons:

\_\_\_\_\_  
Associate Dean

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

**NOTIFICATION:** *Override entered and letter sent:* \_\_\_\_\_ *Date:* \_\_\_\_\_



**FACULTY OF ENGINEERING  
& APPLIED SCIENCE**

## **REQUEST TO REPEAT A COURSE**

Why were your previous attempts at this course not satisfactory?  
What will you do to ensure your success this time?