COLLEGE FOR CREATIVE STUDIES
REPEAT COURSE REQUEST FORM

NAME: _______________________________________

STUDENT ID: _______________________________________

ADDRESS: _______________________________________
____________________________________
____________________________________

DATE: _______________________________________

MAJOR: _______________________________________

COURSE BEING REPEATED:

DEPARTMENT NUMBER SECTION

TITLE

TERM COURSE ORIGINALLY TAKEN:
FALL □ WINTER □ SUMMER □ YEAR: _______

TERM COURSE BEING REPEATED:
FALL □ WINTER □ SUMMER □ YEAR: _______

COURSE REPETITION POLICY

A student may repeat a course in which credit has been earned in order to improve their grade, with the following provisions:

- That no more than a total of twelve credit hours may be repeated in courses in which a passing grade was received.
- A student may not attempt any individual course more than twice in which a passing grade was received, without special permission from the Office of Academic Affairs. A written request by the student must be submitted to the Office of Academic Affairs.
- A student may reattempt any course in which a grade of F has been recorded; such attempts are not subject to the twelve credit-hour limit.
- When a course is repeated, the higher grade will be used in the calculation of cumulative grade point average.
- The repeated course must be taken at CCS.

I do hereby acknowledge that I have read and understand the requirements for repeating a course:

____________________________________
STUDENT'S SIGNATURE

REGISTRATION OFFICE USE:

DATE PROCESSED: _______________ INITIALS: _______________

THIS FORM MUST BE RETURNED TO THE REGISTRATION OFFICE, 1ST FLOOR, YAMASAKI BUILDING.