

**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: \_\_\_\_\_