Request To Repeat A Course

PLEASE NOTE THIS FORM MUST BE TURNED IN WITH AN ADD/DROP FORM

Policy: Three courses in which the student received a D or an F may be repeated with only the second grade counting in each course.

Permission to repeat a course must be obtained from the registrar before registration. Courses repeated without permission will be averaged with the grade received in the previous attempt.

Students must obtain the approval of the Student Academic Standing Committee for permission to use transfer courses as a repetition for failed courses at North Park before enrolling in other institutions.

Name: _____ ID# _____
(please print)

I request permission to register for the following course at North Park University:

_____	_____	____	_____	____	_____
Dept.	Course #	Sec	Course Title	Cr	Instructor

I will be repeating this course in the: ____ Fall
____ Spring
____ Summer 20__ - 20__

I originally took this course in the: ____ Fall
____ Spring
I originally received a grade of:_____ ____ Summer 20__ - 20__

Date:_____ _____
Student's Signature

Office Use Only:

Action: ____ Approved ____ Not Approved

Comments: _____

_____

Date:_____ _____
Office of Student Administrative Services Signature