



EXCEPTION TO THE COURSE REPEAT POLICY
(Request for undergraduate students)

POLICY: According to the Undergraduate Repeat Course Policy, a student is limited to three attempts of a course. This includes transfer credit as well as attempts at CMU where the student has earned a grade of A through E, or where the awarded grade was CR, NC, I, W, Z, or X.

The complete course repeat policy is published in the Undergraduate Bulletin.

Students should complete this form only when there is a real extenuating circumstance. This form must be signed by the chairperson of the department offering the course the student wishes to repeat. Please use the back of this form to write your rationale for this request.

Name: _____ Campus ID: _____

Local Phone Number: _____ E-mail Address: _____

Semester/year for which exception is being requested (i.e., Spring 2008): _____

Course Name: _____ On Campus ___ On line ___

Section Number of Requesting Course: _____ (If choice is not available please list Alternate Sections)

Alternate Section Number: _____ Alternate Section Number: _____

List all prior semesters this course was attempted:

Table with 4 columns: Semester/Year, Grade, Semester/Year, Grade. Each cell contains a small empty box for input.

Student Signature _____

Date _____

Department Chair Signature _____

Date _____

OFFICE OF THE REGISTRAR USE ONLY

Course added by: _____ Comment added by: _____ Date: _____