

HENSON SCHOOL OF SCIENCE AND TECHNOLOGY
COURSE REPEAT REQUEST FORM
(for Undergraduate Students Only)

Last Name: _____ First Name: _____ Student ID#: _____

Phone #: _____ Campus Email: _____

Course Being Repeated: _____
Subject Catalog # Title

Which term do you want to enroll in the course for a third time? _____

1st Attempt Grade: _____ Semester/Year Course Originally Taken: _____

2nd Attempt Grade: _____ Semester/Year Course Being Repeated: _____

Reason for Repeating: In the space below, explain why you are requesting to take the course for a third, or subsequent, time and indicate the academic support services you will use to ensure successful completion of a future attempt of the course. (Attach additional information, if needed.)

HENSON REPEAT POLICY

Initial each area to demonstrate understanding:

_____ Students may repeat courses offered by the Henson School of Science and Technology **one** time at Salisbury University (SU) without special permission. These include courses with prefixes BIOL, CHEM, COSC, ENGR, GEOG, GEOL, MATH, PHYS, URPL for which the student earned any grade (B, C, D, F, PS, I, W, WP, WF, NGR or Audit).

_____ Students should take note that grades of **W**, **WF** or **WP** earned by withdrawing from a class after the schedule adjustment period (typically the first week of the semester for spring/fall and the first three days for summer/winter) are considered grades and are subject to this policy. Exceptions are those courses that may be repeated for credit (e.g., BIOL 490, CHEM 499). Also, some majors may limit students to a single repeat of specific courses (see requirements for your major).

_____ Students who wish to repeat a course a **second** time (third enrollment) must seek approval from the Henson Dean's Office by this form (*Henson Course Repeat Request Form*) to the Academic Services Coordinator for review. Completion of this process does not guarantee enrollment for a third time, as enrollment will depend upon a compelling plan for success, past academic coursework history, and available seats in the course.

_____ Students will **not** be allowed to enroll in a course for a fourth time unless there are extremely extenuating circumstances.

_____ **All** grades appear on student's transcripts. For undergraduate courses, the grade from the most recent attempt at SU is used to calculate grade point averages, even if that grade is lower than the first time the student took the course. Students transferring credits from other institutions should be aware that these courses may complete degree requirements, but grades earned in these transferred courses will not be used in SU GPA calculations and do not replace any grade earned in the equivalent course at SU.

See back page for more information.

Considerations when requesting to repeat a course:

- Progress toward degree completion is delayed by repeating courses with passing grades. Students shall not be permitted to repeat a course in which they have received a grade of A, B, C, or CR unless the course has been designated as repeatable in the course description of the Academic Catalog.
- If all major program course grades are below a "C", the student must earn a "C" in a major course before permission to repeat future Henson courses will be granted.

Acknowledgement:

I do hereby sign in acknowledgement that I have read and understand the Henson School of Science and Technology Repeat Policy and the above conditions for attempting a course for a third, or subsequent, time.

Student Signature

Date (mm/dd/yyyy)

Academic Services Coordinator Signature

Date (mm/dd/yyyy)

**This form must be submitted to the Academic Advising Center in Blackwell Hall for processing. Allow for 5-10 business days for a decision to be rendered.*