



REQUEST TO RETAKE A COURSE FOR A THIRD OR SUBSEQUENT TIME

Student Name: _____ Student ID#: _____ Student Signature: _____

Daytime Contact #: _____ E-mail Address: _____ Major: _____

I am requesting approval to register for the following course:

Course Number/Section: _____ Semester/Year: _____

Course Title: _____ Present Attempt (circle one): 3 4 5 6

1. Explain in detail, the reason(s) you want to retake this course after the first two attempts. _____

2. State how you shall resolve and overcome difficulties that led you to attempt the course a third or subsequent time. _____

ACTION ON REQUEST TO RETAKE A COURSE FOR A THIRD OR SUBSEQUENT TIME

APPROVED DISAPPROVED

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Academic Advisor (Print, Sign & Date)

Dean of College Offering Course (Print, Sign & Date)



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Retaking of Course

A student may repeat any course at UOG in which they attain a course grade of "C-", "D", "F", or "W" one time without university-required intervention. This does not limit earlier intervention as may be required at the school, college, or department level. Any student desiring to retake a C-/D/F/W course for a third or subsequent time must receive formal counseling from their academic advisor and course approval from the appropriate school or college Dean. UOG does not limit on the number of times a course may be taken; however, intervention is required at the Dean level for any third or subsequent attempts.

Students may retake a course from which they received a C to B+ (including grades from C, C+, B-, B, B+) in order to improve their grade. Any student desiring to retake a course with a pass of B+ or lower must seek the approval from the program and the Dean of the college that offers the course with the understanding that priority will be given to those who are taking the course for the first time. If the course is repeated, the original course attempted remains on the student's transcripts but only the latest grade will be considered in determining the student's grade-point average, transfer and or graduation records.

08/30/2018

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