



Request to Repeat a Course

Student Name: _____ Student Number: _____ Date: _____

Course you wish to repeat: _____ Semester you wish to take this course: _____

How many times have you taken this course? _____ Major or Program (must be in Arts): _____

NOTE

Requests to repeat a course will only be considered if:

- The course is required for the current major or program you specified above;
- You have waited at least one full semester since you last took the course;
- You have successfully completed at least three other post-secondary courses and have not failed any courses since you last took the course; and
- You have provided details about your previous attempts at this course and how you plan to set yourself up for success the next time you take this course (see next page).

ACKNOWLEDGEMENTS

1. I acknowledge that, if this request is granted, I must take the course in the semester for which it is approved. If I do not take the course in this semester, I will need to re-apply.
2. I acknowledge that, if this request is granted, it is my responsibility to register for the course. Registration for this course is not automatic and the Faculty of Arts will not do the registration for me.
3. I understand that, if this request is approved, the grade I receive when I repeat the course will replace all other grades that I have previously received for this course, even if the new grade is lower than my previous grades.
4. I understand that this is the final opportunity for me to take this course. I acknowledge that, since this course is required for my major or program, if I do not pass this course this time I will be required to change my major or program.

signature

date

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

INITIAL SCREENING: Required? _____ Wait 1 Semester? _____ Completed 3 Courses? _____ Screened by: _____

DECISION:

Permission to repeat the above course has been **granted** **denied** for the _____ semester.

Conditions / Reasons:

Tobias Sperlich, PhD - Associate Dean (Undergraduate), Faculty of Arts

Date

NOTIFICATION: Override entered and letter sent by: _____ Date: _____



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Why were your previous attempts at this course not satisfactory?
What will you do to ensure your success this time?