

Effective Date: Summer 2020
Posted for Informational Purposes

The Pennsylvania State University
Special Course Repeat Request

NOTE: This form is to accompany ALL student petitions for a third attempt of a given course or to repeat a course in which a grade of "C" or better was earned. You must meet with your academic adviser and complete this form at least 10 university business days prior to the start of the semester in which you want to take this course. This form will be submitted by your academic adviser.

I. STUDENT INFORMATION

Name: _____ PSU ID: _____ Semester Standing: _____

Major: _____ E-mail: _____ Phone: _____

II. INFORMATION ON COURSE BEING REQUESTED

Campus: _____ Semester: _____ Course Subject: _____ Course Number: _____

Course Section(s): List sections in order of preference. The Registrar will place you in first open section. If all sections are filled, you will be placed on waiting list for first section listed with waiting list spots open.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

Is this course: An Entrance to Major course? _____ Required for the Major? _____

III. RESULTS OF CONSULTATION WITH ADVISER (additional documentation may be attached)

A. Third Attempt:

1. Identify reasons why your previous two attempts have been unsuccessful.

2. Reflect on how these past challenges will be addressed in a third attempt.

B. Repeat of Course with "C" or Better:

1. Identify reasons why you wish to repeat this course.

IV. ADVISER COMMENTS AND RECOMMENDATION (REQUIRED):

Adviser Recommendation (Required):

___ STRONGLY SUPPORT ___ SUPPORT ___ NEUTRAL ___ DO NOT SUPPORT

Adviser Signature: _____ Date: _____

Associate Dean Approval: _____ Date: _____