



# Repeating a Course for a Second Time

## APPLICANT INFORMATION

Name: \_\_\_\_\_ SPU ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and agreed to the contractual, financial, and advising statements as printed on the reverse of this form.  
Electronic signatures not accepted*

Quarter and year you are requesting a registration change: \_\_\_\_\_

Taking a course for the third time: \_\_\_\_\_

CRN

Subject Code

Course #

Credits

## STUDENT STATEMENT: Required

*If you need more space to complete the student statement, please attach a separate statement or use the space on the back.*

1. Explain why you are a good candidate for an exception to this registration policy.
2. Explain what measures you will take to be successful in this class.

## SUPPORTING STATEMENT: Required. To be completed by the instructor (may also be submitted via email to registrar@spu.edu)

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## Department Chair Approval: Required (may also be submitted via email to registrar@spu.edu)

- Approve
- Deny

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**STATEMENT**

Academic policy is approved by the Faculty Senate. Once a student is matriculated (admitted to the University), they are expected to fulfill all degree requirements listed in the catalog and adhere to all academic policies. The registration petition process is used when students are requesting a variance from current standards. To review policy and procedure, please refer to the current SPU catalog.

**Procedures for Filing a Repeating a Course for a Second Time**

- Requests must be thoroughly justified by demonstrating, not just asserting, the necessity of the change.
- The student should check with their Student Financial Services counselor to see what impact repeating a course will have on their financial aid.

<b>FOR OFFICE USE ONLY</b>		
<b>Class Standing</b> (Fr, Soph, Jr, Sr): _____		
<b>Total Earned Hours</b> (Credits): _____		
<b>GPA:</b> _____	_____	_____
Institutional	Transfer	Cumulative
<b><u>COMMITTEE DECISION</u></b>		
<b>Granted:</b> _____	<b>Denied:</b> _____	
<b>Office Official:</b> _____	<b>Date:</b> _____	