Repeat Course Request
(Previously Completed with “C” or Better)

NAME __________________________

Pensacola State ID Number  Last First MI

Pirate Mail Address __________________________ @students.pensacolastate.edu

POLICY REGARDING REPEATING COURSES

Students may repeat courses in which grades of “D,” “D+,” or “F” have been earned, and the repeated course and grade in the course will be calculated for grade point average purposes. A request to do so is not necessary.

Students are not eligible to repeat courses in which grades of “C” or better have been earned. With some special circumstances, repeat permission may be granted; i.e., individuals who are required to repeat a course by a regulatory agency for licensure or program requirements. Students who have not been enrolled in a specific discipline for some time and are in need of refresher will be considered for the repeat of a course in which the last grade earned was a “C” or better. Other mitigating circumstances will be considered. (6A-14.0301)

If approved, and in all instances, the initial grade of “C” or better and the subsequent grade appear on the transcript, but only the initial grade is included in the grade point average. Credit will not be awarded for the repeat course. Students receiving financial aid, veterans benefits, or scholarship funds should consult with the Office of Financial Aid/Veteran Services before seeking approval to repeat a course in which a grade of “C” or better has been earned. Financial assistance will not likely be approved.

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<tr>
<th>TERM</th>
<th>COURSE NUMBER AND TITLE</th>
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Indicate the term/year you previously completed the course with a grade of “C” or better: __________________________

Provide the reason(s) you are requesting approval to repeat this course: __________________________

__________________________
Date

__________________________
Signature of Student

APPEAL REVIEW

The below Pensacola State administrators have the authority to approve registration in a course previously completed with a “C” or better:

Pensacola Campus  Dr. Monique Collins or Ms. Kathy Dutremble
Warrington Campus  Dr. Judy Floyd
Milton Campus  Ms. Sara Wilson
South Santa Rosa Campus  Ms. Patrice Friant

[] Request Approved  [ ] Request Denied

__________________________  __________________________
Administrator Signature  Date

Comments __________________________

Rev.08.14

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