

Course Repeat Request

Student: Please use this form to request permission to take a course more than twice. Complete the top section through the course information, and take the form to the Academic Division offering the course and arrange to meet with the Dean to discuss your request. **Use a separate form for each course.**

Student Name: _____ **Student ID#:** _____
(Last) (First)

Semester: Fall Spring Summer **Year:** _____

Course requested for repeat:

Class Number (i.e. 20754)	Course Prefix (i.e. HIS 101)	Section & Campus (i.e. 001N)	Course Title (i.e. History of Western Civ. I)

Division Dean:

Approved: Enter RPOK in SIS under Student Groups. In the notes section, record reason for approval and the Division Dean’s name.

Not approved: Enter RPNO in SIS under Student Groups. In the notes section, record Division Dean’s name and any relevant notes.

RPOK entered: YES NO **RPNO** entered: YES NO

Reason for approval, or relevant note if not approved:

Dean or Associate Dean’s Signature: _____ Date: _____

Send student to SSC with signed Form 125-013.

Student Services Center:

If approved by the Division Dean, remove the RPT service indicator, then enroll the student for the approved course by entering a Repeat Override – RAOV code on the Enrollment Request. If the student is already enrolled in the course, the SSC must remove the RPT service indicator, and then use the “Normal Maintenance” option on the Enrollment Request to insert the RAOV repeat code. **RAOV** Entered: YES NO

If not approved by the Division Dean, drop the student from the repeated course and then remove the RPT service indicator.

Entered by: _____ Date: _____

Course Repeat Request

Student Name _____

Student ID Number _____

Students are limited to two enrollments in most credit courses. A student may request an exemption by submitting this form. Only the most **recent** grade (not the best) grade will be used to compute the cumulative and curriculum GPA and for satisfying program/degree requirements. View the entire course repeat policy on the NOVA website .

Why are you taking this course again? Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> As a strategy to improve my GPA | <input type="checkbox"/> I want to master this material |
| <input type="checkbox"/> I need a higher grade for a program application | <input type="checkbox"/> This course is a prerequisite |
| <input type="checkbox"/> This course is a degree requirement | |
| <input type="checkbox"/> Other _____ | |

Why were you previously unsuccessful in this course? Check any of the following.

- | | |
|---|--|
| <input type="checkbox"/> Work (# of hours, work schedule) | <input type="checkbox"/> Course delivery was not my style (e.g. hybrid course, online course) |
| <input type="checkbox"/> Study skills need improving (e.g. organization, test taking) | <input type="checkbox"/> Learning difficulties |
| <input type="checkbox"/> I missed days of class or often arrived late | <input type="checkbox"/> Outside stressors (e.g. family issues, transportation, finances, relationships) |
| <input type="checkbox"/> I had a hard time keeping track of assignments/due dates | <input type="checkbox"/> I am not sure what tutoring resources were available |
| <input type="checkbox"/> I signed up for too many courses | <input type="checkbox"/> I am not sure why I was unsuccessful |

If approved, what do you think you can do differently? How have your circumstances changed since the last time you took this course?
