NOVA | Northern Virginia Community College

Form 125-013
Rev. 02/19

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: _____