



# Course Repeat Request Form (C-, D+, D, D-)

A few courses are repeatable for credit if so designated in the Catalog and provided that the content is not duplicated. Other courses may be eligible to be repeated in an attempt to improve the grade. Courses that are eligible to be repeated must be taken at Elizabethtown College and not at another institution as a transfer course. A course must be repeated in the same manner in which it was originally enrolled (i.e., a course normally cannot be repeated as a Directed Study unless it was originally registered as a Directed Study).

Students may repeat any course in which they earned an F or NP and may attempt failed courses as many times as needed until the course is passed. Under certain conditions, students may be able to repeat a course in which they earned a C- or a grade in the D range. To do so, the following conditions must be met: (1) The course to be repeated must be in their major/minor or be a course that is a prerequisite to a Core Program requirement; and (2) The student must have the approval of their advisor and the major/minor Department Chair.

**Under federal financial aid (Title IV)** guidelines, a previously passed course that meets these conditions may be repeated only one time. This includes courses in which a program requires a minimum grade in the course (i.e., students who have previously passed a course have one opportunity to repeat the course for a better grade). When repeating a course to earn a different grade, the original grade remains on the transcript but is removed from calculation of the grade point average, course credits are counted only once toward degree and program requirements, and only the last (i.e., most recent) grade earned for the course is counted in the grade point average.

Please note: Repeating courses may impact you percentage of credits earned for **Federal Satisfactory Academic Progress**. Please contact your Financial Aid Advisor to discuss your decision to repeat a previously letter-graded course and the possible impact on your financial aid.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_

The course is a requirement of my:

Major /  Minor: \_\_\_\_\_

Year/Term the course was originally taken:

Year: \_\_\_\_\_ Term: Fall  Spring  May Term  Online Term

Year/Term the course will be repeated:

Year: \_\_\_\_\_ Term: Fall  Spring  May Term  Online Term

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Advisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Major/Minor Dept. Chair Signature*

\_\_\_\_\_  
*Date*