CHEMISTRY COURSE REQUEST FOR REPEAT ENROLLMENT

Department of Chemistry Policy for Third-time Enrollment:
Students who have earned a non-passing letter grade (DC or below) for the same course twice must go through an academic success plan process starting at the Chemistry Advising Office at #2220 Chemistry Building to enroll for the third time. Students will first discuss their academic success plan with the Undergraduate Chemistry Advisor and receive instructions from there as to how to obtain permission to register for the course requested.

Please fill out the information below and bring a hard copy to an in-person appointment with the Chemistry Advisor, which you can schedule here: https://wmich.edu/chemistry/advising

Name: _______________________________ WIN: ________________________________

Requested Course #: __________ CRN#: _______ Instructor: _____________________________

Number of Credits: _______ Semester: _______ Year: _______

List below each time you enrolled & then received a non-passing grade for the course you are requesting:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Semester/Year</th>
<th>Grade Received</th>
</tr>
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<tbody>
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List below each time you enrolled & withdrew (or received a “W”) for the course you are requesting:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Semester/Year</th>
<th>Reason for Withdrawal</th>
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List below reasons for repeat enrollment request:

___________________________________________________________________________________________

___________________________________________________________________________________________

Student Signature: ___________________________ Student Phone & Email: ___________________________ Date: ______________

Office Use Only Below:

- [ ] Repeat enrollment form, success plan & course summary attached.
- [ ] Repeat enrollment form, success plan & course summary copy given to instructor
- [ ] Approved by Chair
- [ ] Denied by Chair

Reason for Denial (if applicable): ________________________________________________________________