

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:

Course #	Semester/Year	Grade Received

List below each time you enrolled & withdrew (or received a "W") for the course you are requesting:

Course #	Semester/Year	Reason for Withdrawal

List below reasons for repeat enrollment request:

Student Signature

Student Phone & Email

Date

Office Use Only Below:

_____	_____
Chemistry Advisor Signature	Date
_____	_____
Instructor Signature	Date
_____	_____
Chem. Dept. Chair Signature	Date

<input type="checkbox"/>	Repeat enrollment form, success plan & course summary attached.
<input type="checkbox"/>	Repeat enrollment form, success plan & course summary <u>copy</u> given to instructor
<input type="checkbox"/>	Approved by Chair
<input type="checkbox"/>	Denied by Chair

Reason for Denial (if applicable): _____