REQUEST FOR REPEAT ENROLLMENT

Department of Chemistry Policy:

Students who have received a letter grade for the same course three times must make a special request to the Chair. That request is only granted in cases of genuine hardship and when an explanation is given for why the student did not withdraw during previous attempts.

Name:_______________________________ WIN:_____________________________

Requested Course #: __________  CRN#: ________  Instructor: __________________
Number of Credits: _________       Semester:__________     Year: ________

Previous Enrollment (List each time you enrolled in the course.):

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Semester</th>
<th>Grade</th>
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Course summary to be attached by Chemistry Department

Reason for request of repeat enrollment:

__________________________________________________________________________

__________________________________________________________________________

______________________________  ____________________________  ____________
Student Phone and Email       Student Signature       Date

Recommended: [ ] YES [ ] NO  ____________________________  ____________
Instructor Signature       Date

Approved:                [ ] YES [ ] NO  ____________________________  ____________
Chair Signature       Date

Repeat enrollment form and academic success plan received and attached
Repeat enrollment form, academic success plan and course summary given to instructor
Form approved or denied by Chair