

## **Guidelines for Undergraduate Student Petitions for Second Repeat (Third Time Enrollment)**

The following criteria will be applied by advisors when evaluating student petitions for a second repeat (third time enrollment):

1. Is the course required for the student to graduate?
    - If no, the petition will be denied.
  2. If the course is required, does it have to be repeated at NAU?
    - If no, the petition will be denied and the advisor can help the student explore available community college or on-line options.
  3. Does the student performance indicate that a change of major is necessary?
    - If yes, the petition will be denied and the student will be assisted in exploring other options.
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### **Course Repeat Policy**

In certain instances, undergraduate students may wish to repeat a course to improve a previous performance. Please be aware credit is only earned once for a course that is repeated; if you take a 3 unit course and repeat it, you will earn 3 units of credit, not 6.

**Grade Replacement:** Students may repeat a course once for grade replacement. The better of the two grades will be used in GPA calculations.

**Individual Course Repeat Limits:** You may repeat an individual course one time (for a total of two attempts) without a petition.

### **Repeat Rules**

- Students may only repeat courses in which a grade of "D" or "F" was earned. Students may not repeat any courses in which a grade of "A" or "B" or "C" or "P" was earned.
- The same grading option must be used for the repeat course as was used when the course was taken initially. In other words, a course initially taken for a letter grade must be repeated for a letter grade, and a course taken Pass-Fail must be repeated Pass-Fail. When repeating a topics course or PES 100, the topic or physical education activity must be the same as when the course was originally taken.
- Because of the changing nature of their content, the following courses are not eligible for grade repeat and can only be retaken for additional credit and new grades:
  - research
  - independent studies
  - internships
  - honors courses
  - some topics courses
- Students taking courses in an integrated format (courses with an "I" after the course number), may repeat these courses individually.
- Students may not repeat a course at another institution to replace a grade earned at Northern Arizona University. Students may satisfy a plan requirement by repeating a course at another institution if the course is equivalent to the Northern Arizona University course. However, the grade will not be replaced, the student's NAU GPA will not be affected, and additional credits will not be awarded for the repeat.
- Students may not repeat courses that Northern Arizona University has discontinued or canceled.
- Students may not repeat courses after their undergraduate degree has been awarded.

### **Special Circumstances**

Some departments or colleges have received prior approval from NAU's Academic Standards Committee to allow students in certain programs to repeat some "C" grades for purposes of meeting minimum GPA requirements for specific academic plans.

Students should check with their advisors if they wish to repeat courses in which they received a "C". If students are allowed to repeat a course in which they earned grade of "C," they must (a) get the approval from the department or college that offers the course *before* enrolling to repeat the course and (b) submit the Petition to Grade Replace a "C" to the Registrar's Office for processing.

### **Caution**

Repeating a class a second time could affect financial aid or eligibility for certain programs. Students receiving financial aid should check with a financial aid counselor about course repeat rules. Veterans, athletes, international students, or students who are recipients of tribal funding may have additional rules associated with course repeats. Check with appropriate departments for more information.



Undergraduate Student
Petition for Second Repeat
(Third Time Enrollment)

Petitions to repeat a course for the third time will be considered upon the recommendation of the academic advising coordinator in your major and approval of the chair of the department offering the course. Once signatures are secured, the petition must be submitted to the Registrar's Office. Both the advising office and the course department must support this request or it will be denied. Any late add fees will be applied if received after the deadline to add. If approved, this will be the final opportunity for you to take this course. This request could have an impact on your financial aid or eligibility status - please check with the appropriate offices for more information, e.g. Financial Aid, Veterans Affairs, Athletics.

Student Name Last First MI Student ID Number

Student Email Student Phone No.

Term (check one) [ ] Fall [ ] Winter [ ] Spring [ ] Summer (Session ) 20

Class Information: Course Title Class Number

Course Prefix Number # of Units Lab Class Number

In the space below, provide specific reasons why you failed the course the first two times and indicate what you will do differently to pass this time.

[Blank lines for student response]

(Attach an additional sheet if needed)

Student's Signature

Date (Required)

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MOUNTAIN CAMPUS STUDENTS

[ ] Approved [ ] Denied Advising Coordinator or Designee in Student's Major Date (Required) Department Stamp

Comments:

[ ] Approved [ ] Denied Department Chair or Designee of Dept Offering Course Date (Required) Department Stamp

Comments:

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EXTENDED CAMPUS STUDENTS

[ ] Approved [ ] Denied EC Advising Coordinator or Designee Date (Required) Department Stamp

Comments:

[ ] Approved [ ] Denied Department Chair or Designee of Dept Offering Course Date (Required) Department Stamp

Comments:

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Office of the Registrar

Gammage Building (Bldg 1 on campus map) 928-523-2109

Fax 928-523-1414

Processed By Date (Required)