

Form Submission Process Repeat Course Form

In consultation with their Program Advisor, students must submit a request to repeat a course more than one time.

1. Students submit to their Program Advisor the following:
 - Repeat course request form complete with student signature.
 - Signed letter of appeal.

The letter of appeal should address the reasons why an exception to the course repeat policy is requested. Your letter should also include a description of your plan for succeeding in this course if your request is approved.

2. Program Advisors should submit to the Supervisor, Program Advising Operations the following:
 - Repeat courses request form complete with Program Advisor signature.
 - Student's signed letter of appeal.
 - Course Add form.
 - Student Transcript.

3. The Supervisor, Program Advising Operations should submit documentation to the Manager, Student Services.

4. The Manager, Student Services should submit documentation to the Manager, Student Financial Services.