



College of Education - Form 2 3rd Attempt Request

The FAU Repeat Course policy limits a student to two attempts at taking the same course. Students attempting any course for a third time must obtain authorization from their officially declared college before registering for the course at FAU.

Student's Name _____ Z# _____

College/major _____ E-mail _____

Decisions are sent to this FAU email address

Address _____

Local Telephone # _____

- 1: Fill out all sections of this form completely before submitting. Incomplete forms will not be reviewed.
- 2: Attach supporting documentation explaining your reason for the request (if applicable).
- 3: Submit form to FAU College of Education (ED 230) Boca Raton campus Fax: (561) 297-2991.
- 4: Students will be notified by FAU email of the decision. The usual time frame for notification of a decision is a minimum of two weeks. All submitted documents become property of the college and will not be returned or saved. Please keep originals and make any necessary copies for your records. Some decisions may be deferred until current semester grades are posted.

Reason for Request (select one):

- This is your first request to attempt a lower division (1/2000 level course(s)) for a third time.
- This is your first request to attempt an upper division (3/4000) level course(s) for a third time.

Course information:

Course Prefix and Number

Course Title and term requesting to retake

Explain in writing the reason for low academic performance in previous attempts. Include a plan for success.

Certification: I hereby certify that these facts are true and accurate to the best of my knowledge.

Student's Signature _____ Date _____

University Policy on repeated courses

In September 2014, Florida Atlantic University's faculty senate approved the following policy relating to course repeats:

No course may be repeated more than once, whether at FAU or at any other institution, without the permission of the student's advising office: University Advising Services, in the case of students with 45 or fewer completed credit hours; the college advising office, for those students with greater than 45 completed credit hours; or the Honors College Academic Support Services office, for students at the Harriet L. Wilkes Honors College. To receive permission, the student must explain the reasons for the poor academic performance in past attempts and include a plan for success in the course on the next attempt.

The overarching goal of the policy is to improve student performance both in the major and overall. Effective immediately, no student may take the same course more than twice without the approval of an advisor. This policy ensures that you understand what you must do to succeed in your chosen major and directs you to resources that will help you succeed. If you are unsure about a major, you should consult an advisor and take advantage of the resources at the Career Development Center. In particular, students should utilize the online tool Major KnOWLedge, which provides invaluable assistance in guiding students towards possible majors and careers associated with those majors.

For College Office Use Only UNDERGRADUATE PETITION NOTIFICATION

Petition Decision: **Approved** **Approved for Medical or Personal Hardship**
 Denied
 Deferred

Comments: _____

Signature of College Representative _____ Date _____

Final Action: _____

If you have any questions concerning this action, please contact your College Representative.