



Date: _____

Request to Repeat a Course for the Third Time

I, _____ am asking permission to take _____ for the third time during the _____ semester. I understand that I must pass this class. I understand that I will not be permitted to take this course for a fourth time no matter what circumstances arise and that I may not be eligible to continue enrollment in my current program at Goodwin College.

This document certifies that I have been advised (and encouraged) to:

- *Request extra help from the instructor during his or her office hours.*
- *Make every effort to attend every class, arrive on time, stay for the entire class, participate fully in class, and turn all my assignments in on time.*
 - *Visit the Academic Success Center (Second Floor, Room # 209) as often as necessary to seek help from a student tutor or contact the e-tutoring service:
<http://www.goodwin.edu/academic-success-center/>*

Student Name (please print): _____

Student ID# _____

Student Signature: _____

Program: _____

Minimum Required grade: _____ Initial grade: _____

Second attempt grade: _____

Academic Advisor Name: _____

Academic Advisor Signature: _____ Date: _____

FA signature (if repeat covered by FA) _____ Date: _____

OR

Financial Aid pending approval of final grade in 2nd attempt (will review after final grade is posted) _____

FA initials

OR

ACCT signature (tuition arrangements approved) _____ Date: _____

<p>Course Code and Session: (to be completed by the student):</p> <p>_____</p>
