



AA-106.3.A, Request for Exception to UIU Course Repeat Policy Supplemental Form

Please complete one form for each request to repeat a course. This form will be filed in the student's permanent file.

This form is needed for students who are requesting to repeat a course for a second or third time and do not meet the following exceptions: courses designed to be taken multiple times, research credits, special projects, special topics, social work training certificate courses, and internships.

A student's academic eligibility to repeat a course does not ensure that the credits associated with the repeated course will count toward his or her financial eligibility. Students receiving federal financial aid should remember that failed coursework is calculated in the overall Satisfactory Academic Progress (SAP) review, and a student is required to meet SAP standards to remain eligible for financial aid.

Student Name _____ Student ID # _____

Location _____ Advisor _____

Course Number _____ Course Title _____

Number of course attempts _____

Reason for request for an exception to the policy and an explanation of what the student will do differently for this attempt.

I am repeating this course for the following reason(s):

To meet degree requirements.

To increase GPA to meet SAS/SAP standards.

To improve GPA.

Other: _____

Submit form to your Advisor for appropriate routing of request.

Approve Deny Comment _____

Dean/School Designee Signature _____ Date _____

(NOTE: Second repeats must be signed and approved by the Dean/School Designee of their program home school. Third attempt must be signed and approved by the Dean of the School in which the course resides.)

Please print and sign the completed form. You may scan and email the form from your UIU email account to uiuregistrar@uiu.edu.

If you have questions regarding this form, please contact uiuregistrar@uiu.edu or 563-425-5279.