



## 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 UIU course repeat policy:

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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](mailto:uiuregistrar@uiu.edu).

If you have questions regarding this form, please contact [uiuregistrar@uiu.edu](mailto:uiuregistrar@uiu.edu) or 563-425-5279.