



BENNETT COLLEGE

900 E. Washington Street
Greensboro, NC 27401

REQUEST PERMISSION TO REPEAT A COURSE

NAME:						STUDENT ID:					
MAILING ADDRESS:											
EMAIL:											
MAJOR:											
I wish to repeat the following course:											
SUBJECT CODE (e.g. AC)	Course Number (e.g. 100)	Section (e.g. 01)	Term (Fall/Spring)	Year	Title						
I originally took the course listed above:				I have repeated this course:				<p>I attest that all of the information above is true and correct. I also confirm my understanding of the 'Grade Forgiveness Policy' for students which state all previously completed courses in which grades below a C were earned will be forgiven. The grades of these courses will be shown on the transcript but will not be used in the calculation of the GPA and the hours will not be counted toward degree requirements. The recomputed GPA will be calculated from the courses in which grades of C or higher were earned.</p>			
Term		Year		1 st	2 nd	3 rd	4 th (time)				
FOR ADVISOR USE ONLY											
APPROVED			DENIED			Reason for denial					
Faculty Advisor Signature						Date:					
Sr. Associate Provost Signature (If required)						Date:					
						Signature of Student :					
						Date:					
						OFFICE OF THE REGISTRAR					
						Processed by:			Date:		
						_____			_____		



Office of the Registrar

Division of Enrollment Management

REQUEST PERMISSION TO REPEAT A COURSE

Purpose

Courses may be repeated only once. You must seek permission to enroll in the course after the first repeat.

- ◆ You will know if you need this permission during the course selection (registration) period.
- ◆ Message on Bellenet: *You have already taken and/or earned credit for this course. Submit a "Request Permission to Repeat a Course" form to your faculty advisor to obtain permission to take this course again.*
- ◆ Note: Regardless of the grade you received in a course, it may not be repeated more than once for credit, unless you have failed to earn the minimum grade in the course as per the College policy, and/or your specific degree requirements.

Use

Complete one form for each course you wish to repeat. Print the form, complete the form and sign it. Print an unofficial copy of your transcript (available via Bellenet) and attach to this form. Take the form to your faculty advisor for appropriate signature approvals. The Office of the Registrar will notify you by email if your request to repeat a course has been approved or denied.

As per federal regulations, this request may be approved only once, if the student has already passed the course. If the student passes the course and repeats it more than once the cost of the credit cannot be covered with Title IV funds. It may be approved for more than one repeat if the student has not earned the minimum grade in the course that is required by the College and/or the specific degree requirements for the student's program/major. The request will not be approved, unless it is in compliance with the 'Grade Forgiveness Policy'.