

EXCEPTION TO COURSE ENROLLMENT LIMIT

Request to Repeat a Course After 3 Attempts

Student Information

Student Name: _____ PUID: _____

Email: _____ Phone: _____

Major: _____

Course Information

Course to be repeated: _____ CRN: _____

Grade History: Term of 1 st Attempt: _____	Grade: _____	NOTE: Withdrawals (W's posted on your academic record) count as an attempt.
Term of 2 nd Attempt: _____	Grade: _____	
Term of 3 rd Attempt: _____	Grade: _____	

Term of Additional Attempt: _____

I am requesting an exception to the course enrollment limit of 3 attempts based on the following justification.

What circumstances led to academic difficulty the first three times you attempted the class?

What will you do to ensure that the next attempt in the course is successful? Be specific.

Student Signature: _____ Date: _____

Advisor Comments

Approvals

Academic Advisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Route this completed form to the Office of the Registrar at registrar@pnw.edu for enrollment processing.