



Request to Repeat Course Form

Student Full Legal Name (Please Print):	
Germanna Student ID Number:	
Preferred Phone Number:	
Current Term (Fall, Spring, or Summer):	
Current Year:	
Germanna Student Email Address:	

Students are limited to two enrollments in the same credit course. Requests to enroll in the same course more than twice must be documented on a Request to Repeat Course form and approved by the Vice President of Academic Affairs and Workforce Development or designee prior to registration. Repeating a course will affect a student's grade point average (GPA) and may negatively affect financial eligibility. Please speak to an advisor, financial aid advisor, or counselor about concerns related to non-academic barriers to your success or the impact of additional repeats on GPA and financial aid eligibility.

Please list the course to be repeated below (a separate form should be submitted for each request to repeat a course)

5-Digit Course No.	Course Name and Section	Credits	Term

State the reason for your request and your plan to succeed during the next attempt (attach additional pages, if necessary):

To be completed by the Office of the Dean of Instruction (Designee of the Vice President of Academic Affairs and Workforce Development)

Conditions of approval:

☐ Approved ☐ Not Approved

Dean's Name (Please Print):	
Dean's Signature:	
Date:	

To be completed by the student requesting a repeat

By signing below, you agree to the conditions of approval articulated above and acknowledge this enrollment as the last permitted course attempt.

Student's Name (Please Print):	
Student's Signature:	
Date:	

Completed form should be sent to admissions@germanna.edu.