GERMANNA
COMMUNITY COLLEGE

Request to Repeat a Course

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 a Course form and approved by the Vice President of Academic Affairs and Workforce Development or designee prior to registration. Approval is not guaranteed. Repeating a course will affect your grade point average (GPA) and may negatively affect financial eligibility. If you have concerns related to non-academic barriers to success or the impact of additional repeats on GPA and financial aid eligibility, consult with an academic advisor, financial aid advisor, or counselor.

List the course to be repeated below (a separate form must be submitted for each repeat course request)

5-Digit Class Number	Course Name and Section	Credits	Term

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

_____

_____

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

Student's Name (Please Print): _____

Student's Signature: _____

Date: _____

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 or Designee's Name (Please Print): _____

Dean or Designee's Signature: _____

Date: _____

Completed form should be emailed to admissions@germanna.edu with "Course Repeat" in the subject line.

Office Use Only

Person who entered enrollment in SIS: _____

Date of enrollment: _____