



THE UNIVERSITY OF MICHIGAN • DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE  
3187 ANGELL HALL • ANN ARBOR, MI • 48109-1003 • 734-764-6330  
<http://www.lsa.umich.edu/english>

## TAKING A COURSE TWICE FOR CREDIT

### INSTRUCTIONS:

1. Fill out this form completely.
2. Obtain the signature of either the current or previous instructor of the course being repeated.
3. Return this form to the English Department, 3187 Angell Hall, for approval by the Undergraduate Administrator.

### NOTE:

*If this request is approved, the Undergraduate Administrator will submit this form to 1255 Angell Hall. If you are outside of LSA, you will be responsible for submitting it to your school. You will only receive notice if the request is NOT approved. This form cannot be submitted unless you are currently enrolled in the course. The review process takes approximately one week.*

**TO: Academic Standards Board, 1255 Angell Hall**

**FROM: Undergraduate Administrator**

Student's Name: \_\_\_\_\_

UMID#: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Course # Repeating: \_\_\_\_\_

School Registered in: \_\_\_\_\_

**TERM:** \_\_\_\_\_ **PREVIOUS COURSE#:** \_\_\_\_\_ **SECTION #:** \_\_\_\_\_

**SUBTITLE:** \_\_\_\_\_ **INSTRUCTOR'S NAME:** \_\_\_\_\_

**# OF CREDITS RECEIVED:** \_\_\_\_\_

**COURSE CONTENT (include texts):** \_\_\_\_\_

\_\_\_\_\_

**TERM:** \_\_\_\_\_ **PRESENT COURSE#:** \_\_\_\_\_ **SECTION #:** \_\_\_\_\_

**SUBTITLE:** \_\_\_\_\_ **INSTRUCTOR'S NAME:** \_\_\_\_\_

**# OF CREDITS RECEIVED:** \_\_\_\_\_

**COURSE CONTENT (include texts):** \_\_\_\_\_

\_\_\_\_\_

**This student has my permission to take the course again for credit.**

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Undergraduate Administrator's Signature

\_\_\_\_\_  
Date

8/26/2009