Taking a Course Twice for Credit

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

To: Academic Standards Board, 1255 Angell Hall

Student’s Name:___________________________________________________ UMID#:___________________________________
UM e-mail:________________________________________________________
Course # Repeating:___________________ School Registered in:____________________________________

--------------------------------------------------------------------------------------------------------------------

Term:__________________ Previous Course/Section#:____________________ Credits received:________
Subtitle:___________________ Instructor:_______________________________
Course content (include texts used):________________________________________________________

--------------------------------------------------------------------------------------------------------------------

Term:__________________ Current Course/Section#:____________________
Subtitle:___________________ Instructor:_______________________________
Course content (include texts used):________________________________________________________

--------------------------------------------------------------------------------------------------------------------

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

Instructor Signature Date UG Administrator Signature Date

NOTE: If this request is approved, the UG Administrator will submit this form to the Academic Standards Board. If you are outside of LSA, you will be responsible for submitting it to your school. You will only receive notice if this request is DENIED. This form cannot be submitted unless you are currently enrolled in the course. The review process takes approximately one week.