



## Repeated Course Policy Appeal

**Policy:** A student may repeat any one course no more than two (2) times or a total of three (3) times for grade. The last grade earned in a repeated course will be the student's final official grade included for that course in GPA calculations. Students who wish to repeat a course beyond the two-repeat limit must file a formal written appeal requesting an exception with the Office of Academic Affairs three weeks before the course begins. Submit the completed form to: **Office of Academic Affairs, 315 Wigley Administration Center, Minnesota State University, Mankato, Mankato, MN 56001.**

Student Name: \_\_\_\_\_ Tech ID: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

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Dept

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Course-Section #

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Course ID #

Course title \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_ Grade method \_\_\_\_\_

Why should this repeat be granted? (Use back if more space is necessary.) Document extenuating circumstances (e.g., death in the family, illness, significant life change such as divorce).

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\* Attach Transcript \*\*\*\*\* Please circle previous times course was taken.**

TO BE COMPLETED BY THE DEPARTMENT

\_\_\_\_\_ Approve \_\_\_\_\_ Disapprove

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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For Academic Affairs Office use only: \_\_\_\_\_ Accept \_\_\_\_\_ Reject

Comments:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

	_____ Director/Equal of the
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