

## (12.5.18 revision) Approval to Repeat a Course

Name: \_\_\_\_\_ UF ID #: \_\_\_\_\_ Email: \_\_\_\_\_@ufl.edu

**Instructions:**

- Complete all sections below and obtain signatures in the proper order listed.
- Acquire a signature from a representative from the College offering your major AND from the College offering the course.

1) **Repeat Course Prefix/Code:** \_\_\_\_\_  
**Term(s) Taken/Grade(s) Received:** \_\_\_\_\_  
*i.e. Spring 2017/C+; if multiple terms – i.e. Spring 2016/C and Fall 2017/C+*

2) **Personal Statement:** Explain your reason(s) for repeating a course where a C or higher was earned in a previous attempt.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) **College of the Student’s Major – Approval to repeat course and authorized signature:**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Dean or Authorized Representative*

\_\_\_\_\_  
*Printed Name*

4) **College Offering Course – Approval to repeat course and authorized signature:**

Course Prefix/Code: \_\_\_\_\_ Term to be taken: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Signature of Dean or Authorized Representative*

\_\_\_\_\_  
*Printed Name*

5) **Student Acknowledgment**

\_\_\_\_\_  
**Initial** *I acknowledge that all grades earned for a repeat course taken at UF will be calculated in my UF GPA. Credits will be awarded only once, and all credits will count towards excess credit hours.*

\_\_\_\_\_  
**Initial** *I acknowledge that if I had previous AP/IB/AICE credit for this course and then repeat this course through UF, I will receive a grade for the UF course and no credit for the prior work.*

\_\_\_\_\_  
**Initial** *I acknowledge that if this is my third attempt (or more) of this course, additional repeat course surcharges will apply.*

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*